

Exhibit A

Classified Staff Council Presentation

Kris Bliss, President
February 28, 2017

Governing Board Resolution Regarding the Board's Responsibility to Monitor and Steward

Resolution of the Governing Board of the Maricopa County Community College District
Regarding Board Responsibility to Monitor and Steward

Whereas, ARS 15-1444 requires district governing boards to *"visit each community college under its jurisdiction and examine carefully into its management, conditions and needs,"* and

Whereas, our Governing Values state *"We value stewardship and honor the trust placed in us by the community. We are accountable to our communities for the efficient and effective use of resources as we prepare our students for their role as productive world citizens,"* and

Whereas, our Governing Values state *"We encourage dialogue and the freedom to have an open exchange of ideas for the common good,"* and

Whereas, the Higher Learning Commission's Criteria for Accreditation 2.C. states *"The governing board reviews and considers the reasonable and relevant interests of the institution's internal and external constituencies during its decision-making deliberations,"* and

Whereas, the Higher Learning Commission's Criteria for Accreditation 5.B. further states *"The institution has and employs policies and procedures to engage its internal constituencies—including its governing board, administration, faculty, staff, and students—in the institution's governance."*

NOW THEREFORE BE IT RESOLVED BY THE GOVERNING BOARD OF THE MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT THAT:

Governing Board members reaffirm that they will monitor and steward the District and the Colleges and that District employees are authorized to speak freely and responsibly to Governing Board members individually and in formal session without reservation.

Source: https://administration.maricopa.edu/sites/administration/files/2.28.17%20meeting%20book%20-%20RBM_4.pdf

Chancellor's Values

- ❖ Inclusion
- ❖ Transparency
- ❖ Accountability
- ❖ Respect for Other People

Strategic Commitments 2017-2018

“As an employer, Maricopa County Community Colleges embraces an organizational culture committed to supporting, developing and growing its most tangible and valuable asset: the employees who make up its diverse and talented workforce.”

Source: <https://administration.maricopa.edu/sites/administration/files/Strategic%20Goals-v23.pdf>

Strategic Commitments 2017-2018

“These strategic commitments will be achieved in a culture of **collaboration, conversation, and communication** focused on increasing employee diversity/inclusion, satisfaction, growth and performance having a positive impact on both the workplace and our communities.”

Source: <https://administration.maricopa.edu/sites/administration/files/Strategic%20Goals-v23.pdf>

Classified Staff Council Represents Employees

CSC Constitution Article II, Section 2 – Purpose of the Body.
“2. The purpose of the CSC is to provide a unified voice to represent and advocate for the classified employee interests throughout the District.”

Source: https://administration.maricopa.edu/sites/administration/files/FinalConstitutionBylawsCSC-%20Amendment%20approved%2012-13-2016%20version%205%20%28formatting%20edits%29_0.pdf

CSC Officer Email Distribution List is Monitored by HR

October 2016, CSC Communications Officer discovered Special Projects Assistant to VCHR was receiving internal CSC Officer distribution list emails;

Communications Officer requested the Special Projects Assistant relinquish the distribution list.

As of today, there has been no change.

Fwd: CSC Distribution List

1 message

Sun, Feb 26, 2017 at 7:07 PM

Kristy Warfield <warfield@gatewaycc.edu>

Reply-To: warfield@gatewaycc.edu

To: Kris Blos <kristina.blos@maricopa.edu>, Shannon Ruzyniak-Monaco <shannon.ruzyniak@maricopa.edu>



Kristy Warfield, MEd
Special Projects Communications Officer
Classified Staff Council
2411 West 14th Street, Tempe AZ 85281
phone | 480-794-0728
email | kristywarfield@maricopa.edu
website | <http://www.maricopa.edu>

----- Forwarded message -----

From: Megan Torrey <megan.torrey@maricopa.edu>

Date: Sat, Oct 15, 2016 at 5:46 PM

Subject: Re: CSC Distribution List

To: CSC Communications Officer <csccommunications@maricopa.edu>

Hi,

No you are right. It should be through google groups. You may not be able to manage it which is likely why they asked me for someone who is not reassigned to be on the list. However, I am not an IT expert by any means so I'd reach out to them. Perhaps it looks at a resolution that we haven't considered.

Thanks for giving it a try and letting me know!



Megan Torrey
Special Projects Assistant to the Vice Chancellor for Human Resources
2411 West 14th Street, Tempe AZ 85281
phone | 480-794-0728 ext. 443/318125
email | megan.torrey@maricopa.edu
website | <http://www.maricopa.edu>

On Fri, Oct 14, 2016 at 4:00 PM, CSC Communication Officer <csccommunications@maricopa.edu> wrote:

Hi Megan,

Thank you for following up on this. Unfortunately, I can't access the DL list - in my Communications Officer account, there is no way to access Google groups. I hooked order my Gateway account but I don't know where either. If there is a link to accessing it, I have no idea what it is.

On Fri, Oct 14, 2016 at 12:55 PM, Megan Torrey <megan.torrey@maricopa.edu> wrote:

Good afternoon Kristy,

I was able to make you an owner of the distribution list myself. I also pulled my email off the email. This way I can maintain ownership over the DL. In case of emergencies but I am not included on any of the actual emails.

Please let me know if you can see the DL.

Thank you,



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Kris Bliss <krlaa0082@mesacc.edu>

Fwd: CSC Distribution List

Kristy Warfield <warfield@gatewaycc.edu>
Reply-To: warfield@gatewaycc.edu
To: Kris Bliss <kristina.bliss@mesacc.edu>, Shannon Rldgeway-Monaco <shannon.rldgeway@mesacc.edu>

Sun, Feb 26, 2017 at 8:07 PM



MARICOPA COMMUNITY COLLEGES

Kristy Warfield, MBA
Secretary/ Communications Officer
Classified Staff Council
2411 West 14th Street, Tempe AZ 85281
phone | 480-784-0748
email | csccommunicationofficer@domail.maricopa.edu
website | https://www.maricopa.edu



----- Forwarded message -----

From: Megan Tormey <megan.tormey@domail.maricopa.edu>
Date: Sat, Oct 15, 2016 at 5:16 PM
Subject: Re: CSC Distribution List
To: CSC CommunicationOfficer <csccommunicationofficer@domail.maricopa.edu>

Hi,

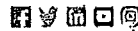
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Thanks for giving it a try and letting me know!



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Special Projects Assistant to the Vice Chancellor for Human Resources
2411 West 14th Street, Tempe AZ 85281
phone | 4807318416 fax | 4807318120
email | megan.tormey@domail.maricopa.edu
website | https://www.maricopa.edu



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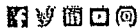
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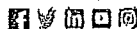
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HR Circumvents CSC Constitution

- ❖ December 2016, Special Projects Assistant directed CSC President to remove an appointed member of Employee Benefits Advisory Council (EBAC), circumventing the CSC Constitution
- ❖ Two months of strong disagreements ensue between CSC President and Special Projects Assistant regarding the directive to remove an appointed member of EBAC

CSC Constitution, Section 1 - Committees.
“1.01 All committee members and their chairpersons will be appointed by the President and approved by the Classified Staff Council (CSC).”

Source: https://administration.maricopa.edu/sites/default/files/FinalConstitutionBylawsCSC-%20Amendment%20approved%2012-13-2016%20version%205%20%28formatting%20edits%29_0.pdf

HR Rescinds Inappropriate Directive

February 2017, Special Projects Assistant rescinded her directive to remove an appointed member of EBAC

On Thu, Feb 9, 2017 at 2:49 AM, Megan Torney <megan.torney@maricopa.edu> wrote:

Good morning Kris,

I wanted to follow up with you regarding our discussion yesterday now that I have have slept on the information. I was honestly surprised by your reaction and it took me some time to process all the information.

I have reconsidered all the points you put forth yesterday and now feel that it does makes sense to keep Dan Huston on EBAC for the remainder of the year.

There were several key things that have changed since December that I did not know about until our conversation yesterday. For example, I was not aware that Mike had to pull out of the meeting. One of the main reasons I had supported Dan Huston stepping down from the committee was because there was still continuity in place for EBAC through Mike. I also recognize that it would be difficult for CSC (and has been difficult on CSC) to find a new member for EBAC. I had initially thought this position could be opened to other individuals. I was not aware that you were still having trouble filling those positions. Also, there are only two meetings left which does not allow a lot of time to get up to speed. Given these points, there is no need to remove Dan at this point. If you have already contacted Lisa and would like my help to clarify matters please let me know.

More communication between us and both checking for understanding may help us avoid issues like this in the future. I thought we came to a mutual agreement in December.

During our discussion yesterday and previously in December and January, I was honestly looking at this from the perspective of the Classified Staff Council and how have non-representatives could potentially negate the model that CSC has put together. While I believe that this topic is still important and should be explored by the council, I do not want to negatively impact the council by adding to the work you already have. Nor do I want to create any misconception that this is anyway about Dan as a person. I think there are more pressing matters for CSC to focus on this first year that you are already working on like the Elections, Professional Growth and Transition of the first group.

I also think there are some deeper discussions that need to occur between CSC and HR (and perhaps other areas) that could be well served by an IBN process. The EBAC bylaws may be one of those areas. Building up mutual trust may be another, for HR and CSC and you and I. I realize that both HR and CSC have work to do to understand each other more and to begin to build a beneficial relationship.

I truly support you and want CSC to be successful. I can see the future and the positive impact that CSC can make on this organization. I want to continue to work with you to achieve this reality.

Thank you,



MARICOPA
COMMUNITY COLLEGES

Megan Torney
Special Projects Assistant to the Vice Chancellor for Human Resources
2411 West 14th Street, Tempe AZ 85281
phone | 480.731.8416 fax | 480.731.8420
email | megan.torney@maricopa.edu
website | <http://www.maricopa.edu>





Kris Bilss <krlaa0082@mesacc.edu>

EBAC Reconsideration

Thu, Feb 9, 2017 at 2:49 AM

Megan Tormey <megan.tormey@domail.maricopa.edu>
 Reply-To: megan.tormey@domail.maricopa.edu
 To: kristina.bilss@mesacc.edu

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REDUCTION IN FORCE (RIF) MEMORANDA OF UNDERSTANDING (MOUs)

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding ("MOU") is entered into this 29 day of June, 2015 by and among the Maricopa County Community Colleges District ("MCCCD"), the Professional Staff Association ("PSA"), the Management/Administrative/Technological Organization ("MAT"), the Public Safety Employee Group ("Public Safety"), the Maintenance and Operations Employee Group ("M&O"), and the Crafts Association ("Crafts"), and hereafter referred to jointly as "the parties."

1. The parties agree to include new Policy C-5 – Employee Resource Realignment, which policy is attached hereto as Exhibit 1, in the MCCCD Staff Policy manual for the term of this MOU.
2. The parties agree that the new Policy C-5 shown at Exhibit 1 shall be modified by the following language which shall be a part of Policy C-5 (C) (5) – Layoff Order:

Employees in Crafts and Public Safety who are identified for layoff shall, upon request, be eligible to displace the least senior classified employee in the same classification (not pay grade) at another college or District office within the District. If more than one employee in the same classification at any college or District office is identified for layoff, displacement rights shall be determined in order of seniority, with the most senior to be laid off employee's eligibility to displace determined first.

3. The parties agree that the new Policy C-5 shown at Exhibit 1 shall be modified by the following language which shall be a part of Policy C-5 (C) (4) – Notice:

For MAT employees (except MAT employees in a Skill Center), for layoffs occurring prior to December 15, 2015, the layoff notice period shall be the later of June 30, 2016 or six months, whichever is later.

~~For Skill Center Employees (including MAT Skill Center employees), the layoff notice period in new Policy C-5 (C) (4) – Notice, shall apply.~~

4. The parties agree to exclude the language shown as struck out in the Appendices to the MCCCD Staff Policy manual, attached hereto as Exhibit 2, for the term of this MOU.
5. The parties further agree to place Policy C-5 on the agenda for further discussion this current All-CPD season and specifically consider the issues identified by VC/HR Shelton-ohson as shown in Exhibit 3.
6. Term of Memorandum. This MOU shall remain in full force and effect from the date below until modified or terminated by a written document signed by all parties.

Crafts Association
[Signature]
President

2-26-15
Date

Professional Staff Association
[Signature]
Executive President

Feb. 26, 2015
Date

Version 1

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding ("MOU") is entered into this 29 day of June, 2015 by and among the Maricopa County Community Colleges District ("MCCCD"), the Professional Staff Association ("PSA"), the Management/Administrative/Technological Organization ("MAT"), the Public Safety Employee Group ("Public Safety"), the Maintenance and Operations Employee Group ("M&O"), and the Crafts Association ("Crafts"), and hereafter referred to jointly as "the parties."

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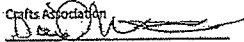
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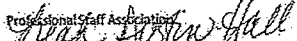
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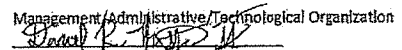
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Crafts Association

 President


Professional Staff Association

 Executive President

2-26-15
 Date


16.6.2015
 Date

Management/Administrative/Technological Organization

 Executive President

2/26/15
 Date

Maintenance and Operations Employee Group

 President

2-12-15
 Date

Public Safety Employee Group

 President

3/26/15
 Date

Maricopa County Community Colleges District

 Vice Chancellor for HR

10/29/15
 Date

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[Signature]
President

2-26-15
Date

Professional Staff Association
[Signature]
Executive President

Feb. 26, 2015
Date

Management/Administrative/Technological Organization

David P. [Signature]
Executive President

2/26/15
Date

Maintenance and Operations Employee Group

Cheryl S. Caldwell
President

2-12-15
Date

Public Safety Employee Group

[Signature]
President

2/26/15
Date

Maricopa County Community Colleges District

[Signature]
Vice Chancellor for HR

10/29/15
Date

Version 2

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding ("MOU") is entered into this 20 day of February, 2016, by and among the Maricopa County Community Colleges District ("MCCCD"), the Professional Staff Association ("PSA"), the Management/Administrative/Technological Organization ("MAT"), the Public Safety Employee Group ("Public Safety"), the Maintenance and Operations Employee Group ("M&O"), and the Crafts Association ("Crafts"), and hereafter referred to jointly as "the parties".

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- This MOU was previously signed by parties (Group Leaders) in February 2015. Given a number of handwritten edits, a "clean" version is presented to replace the previous one. No substantive changes are contained in this version as compared to the one signed in February 2015.
- For the purpose of this MOU, the ERR/MOU does not apply to Skill Center employees.

Crafts Association

Dave Amador
President

Date: 2-26-16

Professional Staff Association

Tranna Conway-Monaco
President or Designee

Date: 2/25/16

Management/Administrative/Technological Organization

Kurt B...
Executive President

Date: 2/25/16

Maintenance and Operations Employee Group

Carl Peterson
President

Date: 2-26-16

Public Safety Employee Group

Mark...
President

Date: 02/25/16

Maricopa County Community Colleges District

...
Vice Chancellor for HR

Date: 2/26/16

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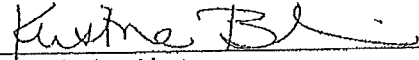
2-26-16
Date

Professional Staff Association

[Signature]
President or Designee

2/25/16
Date

Management/Administrative/Technological Organization

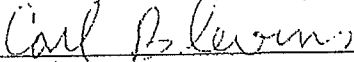


Executive President

2/25/16

Date

Maintenance and Operations Employee Group

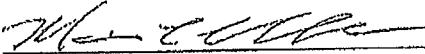


President

2-26-16

Date

Public Safety Employee Group

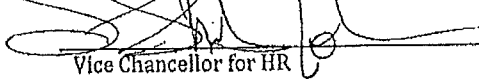


President

02/25/16

Date

Maricopa County Community Colleges District



Vice Chancellor for HR

2/26/16

Date

Appendix F – Staff Policy Manual

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding ("MOU") is entered into this 29 day of June, 2015 by and among the Maricopa County Community Colleges District ("MCCCD"), the Professional Staff Association ("PSA"), the Management/Administrative/Technological Organization ("MAT"), the Public Safety Employee Group ("Public Safety"), the Maintenance and Operations Employee Group ("M&O"), and the Crafts Association ("Crafts"), and hereafter referred to jointly as "the parties."

1. The parties agree to include new Policy C-5 - Employee Resource Realignment, which policy is attached hereto as Exhibit 1, in the MCCCD Staff Policy manual for the term of this MOU.
2. The parties agree that the new Policy C-5 shown at Exhibit 1 shall be modified by the following language which shall be a part of Policy C-5 (C) (5) - Layoff Order:


Employees in Crafts and Public Safety who are identified for layoff shall, upon request, be eligible to displace the least senior classified employee in the same classification (not pay grade) at another college or District Office within the District. If more than one employee in the same classification at any college or District office is identified for layoff, displacement rights shall be determined in order of seniority, with the most senior to be laid off employee's eligibility to displace determined first.

3. The parties agree that the new policy C-5 shown at Exhibit 1 shall be modified by the following language which shall be a part of Policy C-5 (C) (4) – Notice:

For MAT employees layoffs occurring prior to December 15, 2015, the layoff notice period shall be the later of June 30, 2016 or six months, whichever is later.

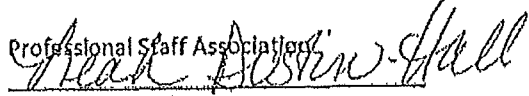
4. The parties further agree to place Policy C-5 on the agenda for further discussion this current All-CPD season and specifically consider the issues identified by VC/HR Shelton –Johnson as shown in Exhibit 3.
5. Term of Memorandum. This MOU shall remain in full force and effect from the date below until modified or terminated by a written document signed by all parties.

Crafts Association


President

2-26-15
Date

Professional Staff Association


Executive President

Feb. 26, 2015
Date

Management/Administrative/Technological Organization
[Signature]
Executive President

2/26/15
Date

Maintenance and Operations Employee Group
[Signature]
President

2-12-15
Date

Public Safety Employee Group
[Signature]
President

2/26/15
Date

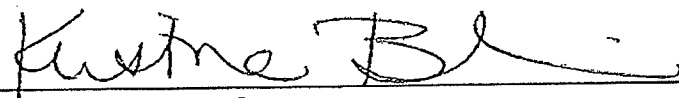
Maricopa County Community Colleges District
[Signature]
Vice Chancellor for HR

6/29/15
Date

Can HR Deliver on Your Strategic Commitments?

- ❖ The Chancellor's values of inclusion, transparency, accountability, and respect for other people and the Governing Board's Strategic Commitments directly impact positive staff morale, engagement, and support that are essential to student success.
- ❖ The identified pattern of wrongful actions taken by Human Resources undermine the Chancellor's values and the Governing Board's Strategic Commitments.
- ❖ Therefore, the Classified Staff Council calls on the Governing Board to order an independent investigation into the apparent dysfunction of the Human Resources Division.

Submitted, February 28, 2017 by

A handwritten signature in black ink, appearing to read "Kristina Bliss", written over a horizontal line.

Kristina Bliss,
Classified Staff Council President

2/28/2017

President Gutierrez, Governing Board members, Chancellor Harper-Marinick, members of CEC and guests. I am presenting on behalf of the Classified Staff Council.

Thank you Governing Board members for the resolution you passed earlier this evening providing clarification that you are welcoming feedback from employees in open session. It provides me the ability and wherewithal to comfortably speak about the matter I am here to present. Chancellor Harper-Marinick, thank you for inviting feedback at the State of the District and the upcoming town halls, and for reiterating the values you hold – inclusion, transparency, accountability, and respect for other people.

While we have been attempting to work with Administration directly to resolve problems, we very much appreciate your invitation to communicate with you directly, particularly as some concerns have developed regarding our working relationship with Administration. We, the Classified Staff Council, and I as their representative, welcome this opportunity to address those concerns in an effort to assist you in your duties to monitor and steward.

The framework for tonight's report is a statement found in the District's Strategic Commitments document: "As an employer, Maricopa County Community Colleges embraces an organizational culture committed to supporting, developing and growing its most tangible and valuable asset: the employees who make up its diverse and talented workforce. These strategic commitments will be achieved in a culture of collaboration, conversation, and communication focused on increasing employee diversity/inclusion, satisfaction, growth and performance having a positive impact on both the workplace and our communities."

Unfortunately, we have identified a pattern of behavior that appears to be inconsistent with these Strategic Commitments, and we wish to bring these concerns to your attention in the hope that they may be amicably resolved through a recommitment to the culture of collaboration and mutual respect. We would appreciate your leadership and direction in that regard.

As you are aware, the Classified Staff Council is a relatively new structure, and significant efforts were made to develop that structure, write a constitution and bylaws governing the role and procedures of the Council. These governing documents make clear the elected members of the Council are responsible for presenting the interests of employees in the District's system of shared governance. As such, it is essential that the Council is able to communicate freely and openly with the employees whose interests it is charged with representing.

In some of the upcoming slides, you will see copies of emails that are affecting our ability to abide by our constitution and represent employees. Due to the parameters

of power point, they will be hard to read for the audience, however I have provided full size copies of the documents to the Governing Board.

This slide, as mentioned earlier, Governing Board, you can access this on page 8 of your packet, is an email exchange between Kristy Warfield, CSC Communications Officer and Special Projects Assistant to the Vice Chancellor of Human Resources, Megan Tormey. The VCHR has delegated the oversight of the CSC Officers to her Special Projects Assistant. This exchange is regarding the CSC Officer distribution list, which is one of the primary methods of communication with the CSC Officers regarding the business of the Council. In 2016, when the new Classified Staff Council was formed and the Officers were elected, one task was to create an email distribution list to provide for effective internal communication between, with and among the Officers and constituents. The Special Projects Assistant to the Vice Chancellor of HR created this list, and unbeknownst to us, she had the ability to monitor the communications between and among the officers and constituents. We discovered this in October 2016, when the Special Projects Assistant replied to an email that was sent to the officer distribution list. In the past, with former employee groups, HR was never an owner or manager of email distribution lists, nor in receipt of any emails from said lists. The ability to monitor communications that the Council Officers reasonably believed to be confidential creates distrust, rather than the organizational culture of collaboration, conversation, and communication to which the District aspires. Moreover, although we have requested that the Special Projects Assistant transfer exclusive ownership of the distribution list to the Officers so that she does not have access, she has yet to do so. She has failed to acknowledge our concerns about the chilling effect her access has on effective communication between and among the officers, and has claimed, incorrectly, that her role in administering the list is necessary to maintain continuity.

Similarly, the Special Projects Assistant has attempted to assert control over the discretionary decisions that are provided to the Classified Staff Council, by the Constitution and Bylaws, to the elected Council members. One of my responsibilities under the Classified Staff Council Constitution and Bylaws is to identify individuals to represent Classified Staff perspectives on a variety of District committees. Beginning in December 2016, the Special Projects Assistant to the Vice Chancellor of HR directed me to remove a properly appointed individual from a committee on the grounds that the individual was not an elected member of the Council. The Constitution and Bylaws do not require Classified Staff committee representatives to be elected representatives of the Classified Staff Council; there are many reasons why it might be more effective or efficient for a particular committee to be staffed by someone who is not also serving on the Council. More importantly, the Constitution and Bylaws do not give administration representatives any say in the Classified Staff Council's decisions regarding who to appoint to committees, much less the authority to control those decisions. I therefore declined to rescind the appointment. After more than two months of repeated strong disagreement, the Special Projects Assistant ordered me to remove this duly appointed representative. Although she reconsidered and rescinded that order

shortly thereafter, the fact that she spent nearly three months attempting to assert authority she did not possess, going so far as to frame her direction as an order with which I would have to comply or face discipline for insubordination, seriously undermines the relationship of trust and mutual respect that is essential to the shared governance system we have adopted. The Division of Human Resources created this Classified Staff Council to ensure that employee voice was heard and respected, but their behavior has not conveyed a commitment to those principles.

The last matter involves what appears to be tampering with the content and signatures of a written agreement entered into by then current employee group leaders and the Administration as highlighted by the next several slides. In 2015, employee group leaders entered into a voluntary MOU with Administration to develop a RIF policy for all classified staff. As you can see, in version 1, the signatures of the employee group leaders are dated February 2015. After significant delay, the Vice Chancellor of HR signed the document four months later in June 2015 and added some strikeouts to the negotiated language.

In October 2015, the new employee group leaders requested a clean copy of the MOU be created and signed by the current leaders. This document, shown here as version 2, was created and signed by all parties and the VCHR February 26th 2016. Our understanding was this new agreed to and signed MOU would be uploaded and become a part of the Staff Policy Manual effective upon signature of VCHR as confirmed to in an email to all then current employee group leaders in March 2016.

Recently, a document referred to here as version 3, was discovered online and apparently has been incorporated into the Staff Policy Manual as Appendix F. As you can see, the date is from 2015 and yet some of the language is from the document I identify as version 2, the document signed in 2016. None of the employee group leaders signed the document presented here, yet their signatures and dates, which match those affixed to Version 1 that they signed in 2015, appear with it as though they signed and agreed to Version 3. It appears as though some effort was made to cut and paste signatures from one document to the other, but the language on which the signatures were affixed is not the language that the signers actually reviewed and therefore ratified. When this matter was discovered earlier this month, February 2017, I, as CSC President, asked for an explanation by DOHR, but I have yet to receive one. This is a serious matter, and the lack of explanation or corrective action is very troubling.

All three of these examples raise serious concerns regarding HR's commitment to work productively and respectfully with the Council members who have been charged with providing employee input into the District's system of shared governance. If employees are Maricopa's "most tangible and valuable asset," as this Board's Strategic Plan indicates, then conduct that seeks to monitor and control their representatives, ignores their input, and violates the District's commitments to them, risks devaluing this asset and destroying the culture of collaboration we have worked so hard to build.

I hope what I have shown tonight gives the Governing Board pause and conviction that these actions and behaviors need to be looked into with much greater depth and independence by someone not beholden to the internal administrative power structure. And in the meantime, I ask that you take whatever interim steps you believe necessary and appropriate to make your strategic commitments to protect your employee assets from this mismanagement. Staff morale, engagement, support, and respect are critical to achieve student success.

We, as CSC representatives and Officers, entered into this venture this year with the expressed intention that HR would be our partner and that things would be better than before. We entered this relationship believing in good faith, and we remain willing to act in good faith - but we need to see that good faith taking place on both sides of this relationship.

Thank you,

A handwritten signature in black ink, appearing to read "Kris Bliss". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Kris Bliss
CSC President

Exhibit B

Classified Staff Council Presentation

Kris Bliss, President
March 28, 2017

Strategic Commitments 2017-2020

“VISION:

A Community of Colleges—Colleges for the Community—
working collectively and responsibly to meet the life-long learning
needs of our diverse students and communities.”

Source: <https://administration.maricopa.edu/sites/administration/files/Strategic%20Goals-v23.pdf>

Strategic Commitments 2017-2020

“As an employer, Maricopa County Community Colleges embraces an organizational culture committed to supporting, developing and growing its most tangible and valuable asset: the employees who make up its diverse and talented workforce.”

Strategic Commitments 2017-2020

“These strategic commitments will be achieved in a culture of **collaboration, conversation, and communication** focused on increasing employee diversity/inclusion, satisfaction, growth and performance having a positive impact on both the workplace and our communities.”

Source: <https://administration.maricopa.edu/sites/administration/files/Strategic%20Goals-v23.pdf>

Governing Board Resolution Regarding the Board's Responsibility to Monitor and Steward

Resolution of the Governing Board of the Maricopa County Community College District
Regarding Board Responsibility to Monitor and Steward

Whereas, ARS 15-1444 requires district governing boards to *"visit each community college under its jurisdiction and examine carefully into its management, conditions and needs,"* and

Whereas, our Governing Values state *"We value stewardship and honor the trust placed in us by the community. We are accountable to our communities for the efficient and effective use of resources as we prepare our students for their role as productive world citizens"*, and

Whereas, our Governing Values state *"We encourage dialogue and the freedom to have an open exchange of ideas for the common good"*, and

Whereas, the Higher Learning Commission's Criteria for Accreditation 2.C. states *"The governing board reviews and considers the reasonable and relevant interests of the institution's internal and external constituencies during its decision-making deliberations,"* and

Whereas, the Higher Learning Commission's Criteria for Accreditation 5.B. further states *"The institution has and employs policies and procedures to engage its internal constituencies—including its governing board, administration, faculty, staff, and students—in the institution's governance."*

NOW THEREFORE BE IT RESOLVED BY THE GOVERNING BOARD OF THE MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT THAT:

Governing Board members reaffirm that they will monitor and steward the District and the Colleges and that District employees are authorized to speak freely and responsibly to Governing Board members individually and in formal session without reservation.

Classified Staff Council Represents Employees

CSC Constitution Article II, Section 2 – Purpose of the Body.
“2. The purpose of the CSC is to provide a unified voice to represent and advocate for the classified employee interests throughout the District.”

Source: https://administration.maricopa.edu/sites/administration/files/FinalConstitutionBylawsCSC-%20Amendment%20approved%2012-13-2016%20version%205%20%28formatting%20edits%29_0.pdf

Collaborative Policy Development Committee

- ❖ Co-Chaired by the CSC's Collaborative Policy Development Officer
- ❖ Holds regular and ad-hoc meetings using interest-based negotiation for collaborative discussion and consensus building

Source: CSC Bylaws, Section 5

Policy C-5	COLLABORATIVE POLICY DEVELOPMENT (CPD)		
Effective Date: 02/23/17	Applicable Law/Statute: None	Source Doc/Dept: None/HR	Authorizing GB Pol/Req. [EE Group Policy]

- ❖ Proposed CPD Policy C-5
- ❖ PURPOSE. To provide a policy framework in which an employee-empowered policy recommending body produces timely recommendations using an interest-based approach on behalf of all constituencies.

- A. PURPOSE. To provide a policy framework in which an employee-empowered policy recommending body produces timely recommendations using an interest-based approach on behalf of all constituencies.
- B. APPLICABILITY. Classified Staff Council and all members of the CPD team.
- C. POLICY.
1. Interest-Based Negotiation (IBN).
 - a. CPD shall utilize an interest-based approach to policy development.
 - b. CPD shall, absent unusual circumstances, be facilitated by a neutral, third-party facilitator agreed to by all members of the CPD team [hereinafter, "team"].
 - c. All members of the team shall be trained annually in the IBN approach.
 - d. Ground rules shall be established at the first meeting of the team, and all members shall share a responsibility for following them and helping other team members to follow them.
 2. Team Membership.
 - a. Membership on the team will come equally from the Classified Staff Council (CSC) and the Administration, unless all members of the team agree to a different allotment.
 - b. In no case shall the team consist of more than eight members.
 - c. Members shall represent the various interests of all constituencies relevant to the policy under consideration.
 3. Issue Selection / Scope.
 - a. CSC team members and Administration team members shall develop processes for the collection of issues from their constituencies.
 - b. These processes will be transparent, interest-based, and adaptable to circumstances that may change during the CPD process.
 - c. Issues that have been previously negotiated shall automatically be eligible for consideration (though not necessarily selection) in a subsequent CPD cycle.
 - d. While almost any policy issue may be considered relevant to CPD, issues regarding terms and conditions of employment are the primary concern. Procedures, generally, are outside the scope of the team.
 4. Cycle.
 - a. Issues will be resolved no later than June 30 of each year, unless all members agree to extend the deadline. Issues not resolved by the deadline will be decided by the Chancellor if an extension has not been established.
 - b. The team may develop alternate cycles (e.g., several cycles within one year), so long as the prescriptions in Section 4.a. are met.
 5. Constituent Communication ("Loop Out").

Employee Responses to CSC's February Governing Board Report (sampling)

“They wonder why morale is low and employees don’t trust HR.”

“[W]e too have been shut down and our access to the Chancellor taken away by the VC of HR, ... [and] have been made to feel that to voice opinions and concerns as it relates to employee wellness is no longer an option based on fear of reprisal.”

Employee Responses (continued)

“I just wanted to tell you I appreciate you and the job you are doing to represent us...me...as a Maricopa employee, and to say thank you on an [sic] a job well done.”

Chancellor's Response to CSC's February Governing Board Report

“I don't have to have meetings with you every month, but I do.”

“I'm not appreciating that because that is a lie, that is a lie,
and you guys know it.”

VCHR's Response to CSC's February Governing Board Report

- ❖ VCHR Shelton attended the CPD meeting on 3/9/17 (the first CPD meeting after the February Board meeting).
- ❖ She stated the Administration “does not negotiate with employees” and that the Administration may unilaterally change the Staff Policy Manual (SPM) without the need for employee ratification.

❖ On 3/10/17, VCHR Shelton told the Faculty Meet and Confer Team that they would continue to use the consensus-based process that the CSC was just denied.

- ❖ Upon immediately bringing this concern to the Chancellor, she suggested a meeting that has been recently scheduled.
- ❖ VCHR Shelton's stance undermines decades of partnership and collaboration of the Administration with employees.

This Mistreatment Must Stop

- ❖ The Chancellor's values of inclusion, transparency, accountability, and respect for other people and the Governing Board's Strategic Commitments directly impact positive staff morale, engagement, and support that are essential to student success.
- ❖ The identified pattern of wrongful actions taken by Human Resources undermine the Chancellor's values and the Governing Board's Strategic Commitments.
- ❖ Therefore, the Classified Staff Council calls on the Governing Board to ensure necessary actions are taken so that we as an institution can achieve that goal.

Submitted, March 28, 2017 by

Kristina Bliss

Kristina Bliss,
Classified Staff Council President

March 28, 2017

President Gutierrez, Governing Board members, Chancellor Harper-Marinick, members of CEC and guests. I am Kris Bliss, Classified Staff Council President, presenting on their behalf.

I appreciate this opportunity to speak with you on behalf of CSC.

My topic this evening is the role of the CSC as the employee voice in helping the District to meet its commitment to provide for "the life-long learning needs of our diverse students and communities."

The Strategic Commitments adopted by this Board identify a collaborative organizational culture as essential because of the central role that our employees occupy as the primary asset through which the District performs its functions and meets its responsibilities.

Specifically, the Board directed the development of a culture of collaboration and communication that actively involves and empowers employees in order to improve employee inclusion, satisfaction, growth, and performance.

The Board reiterated this commitment at its meeting last month in adopting its resolution regarding the Board's monitoring and stewardship responsibilities. In that resolution, it noted that the collaboration to which the District has previously committed is actually an accreditation requirement, as well as a best practice in engaging the District's workforce to support its mission.

The CSC, of which I am the President, is the entity that has been created by the District to provide a formal mechanism for the engagement and participation of employees in policy development and shared governance. The CSC was created in 2016 to combine the previous employee councils, which were divided by function (management, professional staff, crafts, maintenance and operations, public safety). Representatives of those councils and of the Human Resources Division came together, with the assistance of a professional facilitator, to design the new Council and draft its Constitution and Bylaws, which set out the responsibilities and functioning of the CSC. Then, once the employees had elected representatives to serve on the CSC, those representatives reviewed, revised, and ratified the draft constitution.

It is that Constitution that sets forth my responsibilities as an elected member and President of the Classified Staff Council, and that brings me here today. That constitution tells me that my job is to "represent and advocate for the classified employee interests throughout the District."

I wish that I could do that job by coming here each month and telling you about the hard work and accomplishments of our classified staff, which are numerous and

worthy of mention. I am proud of the commitment that the classified staff have to our students, our communities, and each other, and I know that you would be too. And I would be able to spend my time with you on that topic, if the system of employee engagement was functioning as intended. I wouldn't need to talk with you directly about policy development, because along with creating the CSC last year, we also recreated a special and long-standing committee, comprised of CSC representatives and administration representatives, that was specifically tasked with providing a forum for CSC and administration to seek agreement about policy development.

Unfortunately, everything is not working as it should, and that means that my obligations as CSC President require that I share with you what is not currently working.

It was in that spirit that I came to you last month to express serious concerns about the deterioration of the CSC's working relationship with District Human Resources, and about our concerns that the signatures of employee representatives had been copied and pasted onto a document that those representatives did not sign.

I did not make the decision to come to you lightly, but out of a sincere belief that the relationship had deteriorated to such an extent that raising these issues with the Governing Board was the only way to fulfill my responsibilities as CSC President. I knew that I did so at significant personal risk. Even though the information that I shared at the last meeting was protected under our state's whistleblower law, that did not necessarily mean that I would be immune from attempts at retaliation or from criticism.

I appreciate this Board's willingness to listen to the CSC's concerns, and to direct the Chancellor to appoint an independent investigator to look into the document issue that we raised with you. As you can imagine, I heard many responses to my presentation last month, and I can tell you that many staff – many of whom work on the front lines with students directly – have told me that they have had growing concerns about the culture that exists within Maricopa, that they have been afraid of reprisals if they brought concerns to light, and they thanked me for being willing to speak up for them. I have received many random hugs from staff I barely know. These are the people that I am representing.

But I could not represent them without your willingness to listen to me as their representative, and your commitment to creating an open forum for honest feedback regarding Maricopa's strengths and weaknesses, and I appreciate that very much.

Not all of the reaction to last month's presentation was positive. The Chancellor met with the CSC officers on March 1, 2017, the day after I spoke to the Board. Although I wasn't able to be present, the Chancellor told the Officers that, she did not have to meet with us each month, despite that practice being an essential component of our

ability to do our jobs as representatives of the Classified Staff. She also accused us of lying to the Board because she believed I implied during my February report that CSC had gone to the Chancellor several times about the apparent MOU forgery. As clearly indicated in my written statement and the recorded video, I never made any such assertion or implication, and clearly you do not believe that I did. Directing the Chancellor as you did on March 7th to hire an independent investigator would not have been appropriate in that case.

Most troublingly, and of more immediate concern, the Vice Chancellor of Human Resources came to the next meeting of the Collaborative Policy Development Committee on March 9th, to tell the committee that the administration “does not negotiate with employees,” and that the administration may unilaterally change the terms of the Staff Policy Manual without ratification by employee representatives.

The Vice Chancellor’s statements directly contradict reality, and such statements invite correction. For many years employee groups have participated in the collaborative policy development process and that process has always been one where agreement was sought between employees and administration to ensure the best policy was adopted and employee buy-in and engagement was maximized. I’m sure Dr. Thor, the Chancellor, and other long-time Maricopans would attest to this simple fact. What is even harder to understand is how the Vice Chancellor believes she can assert this when CSC and its predecessor groups have ratified policies during the time she has been Vice Chancellor.

At present, the Vice Chancellor’s renouncement of the historically agreed upon approach to collaborative policy development has extended only to staff, as she told the Faculty Meet and Confer Team the very next day, March 10th, that the Administration would continue to use the consensus-based negotiation process in interacting with faculty representatives on policy development. The different treatment of the two groups of employees, particularly given the timing, seems to have been a reaction to the CSC’s actions in bringing its concerns about HR to this Board. Though many justifications have been offered for this disparate treatment, none of them answer this fundamental question: Why would the District Administration support one group of employees in a process that promotes a culture of collaboration while undermining the other?

The CSC brought the Vice Chancellor’s assertion regarding not negotiating with employees on policy development to the immediate attention of the Chancellor in writing on March 10th, the Vice Chancellor is not only her direct report but is also acting on the authority delegated by the Chancellor to her. The Chancellor suggested a meeting between herself and the officers, which has recently been scheduled. The Vice Chancellor has not yet retracted her statements disavowing collaborative policy development.

The VCHR’s stance on this issue undermines decades of partnership and collaboration between the administration and employees. As the elected

representative of those employees, charged by the written policies of this District with a responsibility to represent them in policy development, it leaves me at something of a loss regarding how to move forward.

The CSC hopes to return to the collaborative culture mandated in the Strategic Commitments, in the accreditation standards, and in Maricopa's long history. But I believe we need your guidance and direction to do so, as the gap continues to widen between the Board's Strategic Commitments and the actions of the District's Administration. I hope that you will respond not only by reaffirming the Board's Strategic Commitment in support of a true "culture of collaboration, conversation, and communication" but that you will ensure that necessary actions are taken to achieve that worthy goal.

Thank you.

Kris Bliss
CSC President

Exhibit C

From: helpdesk.service@riosalado.edu
Sent: Tuesday, September 13, 2016 11:55 AM
To: megan.tormey@domail.maricopa.edu
Subject: HelpDesk Call #1704822 - Create Service Accounts Please

Thank you for using the HELPDESK system.	
SUMMARY Please respond to this request by clicking here .	
Create Service Accounts Please	
NOTES	
Let us know how we are doing! Please give us some feedback on this request by clicking here	
No notes	
CALL INFORMATION	
Call Status	New Call
Call ID#	1704822
Assigned Group	Account Services
Assigned Person	Not currently assigned
Assigned Due Date	
Call Opened	9/13/2016 11:54:30 AM
Call Closed	
Client Name	Megan Tormey (megan.tormey@domail.maricopa.edu)
Description	<p>Please create five separate service accounts with the following names: CSCPresident, CSCVicePresident, CSCCommunicationOfficer, CSCCPDOfficer, CSCConflictResolutionOfficer. I would like these accounts to be delegated to the following individuals: Kris Bliss, MEID: KRIAA00082; Adrienne Hicks, MEID: ADRKB76381; Kristy Warfield, MEID: KRI2078379; Mike Fulton, MEID: MIC2297710; Shannon Ridgeway-Monaco, MEID: SHATU41111, respectively.</p> <p>If possible I would also like these emails to be part of a CSCOfficers distribution list. Please let me know if you need any additional information.</p>
If there are files attached to this work order you can retrieve them HERE .	

Exhibit D

From: n.dye@domail.maricopa.edu
Sent: Monday, October 03, 2016 10:13 AM
To: megan.tormey@domail.maricopa.edu
Subject: HelpDesk Call #1704822 - Create Service Accounts Please

Thank you for using the HELPDESK system.

SUMMARY

Create Service Accounts Please

NOTES

Let us know how we are doing! Please give us some feedback on this request by clicking [here](#)

10/03/2016 09:33AM (dye_n) - Service accounts have been created and delegates assigned. DL-CSC-Officers@domail.maricopa.edu has been created - Megan is the owner.

10/03/2016 08:48AM (dye_n) - Accounts have been created at google - waiting for the service account process to complete.

09/28/2016 10:46AM (fitchett-m) - This ticket has been assigned to the CIMS/EIMS team queue.

CALL INFORMATION

Call Status	Completed
Call ID#	1704822
Assigned Group	CIMS/EIMS
Assigned Person	Norm Dye (n.dye@domail.maricopa.edu).
Assigned Due Date	
Call Opened	9/13/2016 11:54:30 AM
Call Closed	10/3/2016 10:12:59 AM
Client Name	Megan Tormey (megan.tormey@domail.maricopa.edu)
Description	<p>Please create five separate service accounts with the following names: CSCPresident, CSCVicePresident, CSCCommunicationOfficer, CSCCPDOfficer, CSCConflictResolutionOfficer. I would like these accounts to be delegated to the following individuals: Kris Bliss, MEID: KRIAA00082; Adrienne Hicks, MEID: ADRKB76381; Kristy Warfield, MEID: KRI2078379; Mike Fulton, MEID: MIC2297710; Shannon Ridgeway-Monaco, MEID: SHATU41111, respectively.</p> <p>If possible I would also like these emails to be part of a CSCOfficers distribution list. Please let me know if you need any additional information.</p>

If there are files attached to this work order you can retrieve them [HERE](#).

Exhibit E

From: Megan Tormey <megan.tormey@domail.maricopa.edu> on behalf of Megan Tormey
Sent: Monday, October 03, 2016 1:42 PM
To: Kristy Warfield; Kris Bliss; Adrienne Hicks; Shannon Ridgeway-Monaco; Mike Fulton
Subject: CSC Service Accounts

Good afternoon,

The service accounts have been created and the delegates (each of you) have been assigned. The accounts should appear in the drop down when you go to log out. If you do not see the account, please log out and log back in to the email system. If you still do not see the account please contact Norm Dye at n.dye@domail.maricopa.edu.

You can forward the accounts to your email addresses or leave them separate as you prefer. If you forward, a record of the email will remain in the account.

These five email addresses are part of a CSC DL. The DL for the delegated accounts is DL-CSC-Officers@domail.maricopa.edu. Anyone has access to send to this DL. I will start sending any communication for all five of you to this DL as well.

Please let me know if you have any questions or concerns.

Thanks!



Megan Tormey

Special Projects Assistant to the Vice Chancellor for Human Resources

2411 West 14th Street, Tempe AZ 85281

phone | 4807318416 fax | 4807318120

email | megan.tormey@domail.maricopa.edu



MARICOPA website | <https://www.maricopa.edu>

COMMUNITY COLLEGES

Exhibit F

From: Megan Tormey <megan.tormey@domail.maricopa.edu> on behalf of Megan Tormey
Sent: Tuesday, October 11, 2016 11:26 AM
To: Kristy Warfield
Subject: Re: CSC Service Accounts

Hi Kristy, yes I am included on the officer DL as an administrator and so information comes to me.




Megan Tormey
Special Projects Assistant to the Vice Chancellor for Human Resources
2411 West 14th Street, Tempe AZ 85281
phone | 4807318416 fax | 4807318120
email | megan.tormey@domail.maricopa.edu
website | <https://www.maricopa.edu>


On Tue, Oct 11, 2016 at 11:04 AM, Kristy Warfield <warfield@gatewaycc.edu> wrote:
Hi Megan,

I was going to send a test email this morning but realized I think there have been some emails sent to that DL already. Have you noticed if you've received something sent only to the officer DL?


Kristy Warfield, MBA
Secretary/ Communications Officer
Classified Staff Council
2411 West 14th Street, Tempe AZ 85281
phone | [480-784-0748](tel:480-784-0748)
email | csecommunicationofficer@domail.maricopa.edu
website | <https://www.maricopa.edu>


On Tue, Oct 4, 2016 at 11:15 AM, Megan Tormey <megan.tormey@domail.maricopa.edu> wrote:
Yes, I am included on the DL, I think. We could try a test.


Megan Tormey
Special Projects Assistant to the Vice Chancellor for Human Resources
2411 West 14th Street, Tempe AZ 85281
phone | [4807318416](tel:4807318416) fax | [4807318120](tel:4807318120)
email | megan.tormey@domail.maricopa.edu
website | <https://www.maricopa.edu>


On Tue, Oct 4, 2016 at 9:03 AM, Kristy Warfield <warfield@gatewaycc.edu> wrote:

Hi Megan,

I realized you replied to this email but I didn't copy you on it. Were you possibly set up as part of the Officers DL? I am just trying to understand what happened and wondering if that needs to be adjusted as well.

Thank you,




Kristy Warfield, MBA
Secretary/ Communications Officer
GWC CSC Representative
Classified Staff Council
2411 West 14th Street, Tempe AZ 85281
phone | [480-784-0748](tel:480-784-0748)
email | warfield@gatewaycc.edu
website | <https://www.maricopa.edu>

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On Mon, Oct 3, 2016 at 2:33 PM, Megan Tormey <megan.tormey@domail.maricopa.edu> wrote:
Thank you Kristy :)



Megan Tormey
Special Projects Assistant to the Vice Chancellor for Human Resources
2411 West 14th Street, Tempe AZ 85281
phone | [4807318416](tel:4807318416) fax | [4807318120](tel:4807318120)
email | megan.tormey@domail.maricopa.edu
website | <https://www.maricopa.edu>

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On Mon, Oct 3, 2016 at 2:31 PM, Kristy Warfield <warfield@gatewaycc.edu> wrote:
Hello Norm,

Megan let us know our District CSC Officer accounts have been set up; thank you for doing this for us. I did notice however, that we all have access to all five accounts. Could you please adjust it so that only one person has access to their respective account? Here is the list of who's who:

President -- Kris Bliss
Vice President -- Adrienne Hicks
Conflict Resolution -- Shannon Ridgeway-Monaco
CPD -- Mike Fulton
Communications -- me

Thank you,



Kristy Warfield, MBA
 Secretary/ Communications Officer
 GWC CSC Representative
 Classified Staff Council
 2411 West 14th Street, Tempe AZ 85281
 phone | 480-784-0748
 email | warfieldk@gatewaycc.edu
 website | <https://www.maricopa.edu>



----- Forwarded message -----

From: **Megan Tormey** <megan.tormey@domail.maricopa.edu>

Date: Mon, Oct 3, 2016 at 1:42 PM

Subject: CSC Service Accounts

To: Kristy Warfield <warfield@gatewaycc.edu>, Kris Bliss <kristina.bliss@mesacc.edu>, Adrienne Hicks <adrienne.hicks@cgc.edu>, Shannon Ridgeway-Monaco <shannon.ridgeway@mesacc.edu>, Mike Fulton <michael.fulton@cgc.edu>

Good afternoon,

The service accounts have been created and the delegates (each of you) have been assigned. The accounts should appear in the drop down when you go to log out. If you do not see the account, please log out and log back in to the email system. If you still do not see the account please contact Norm Dye at n.dye@domail.maricopa.edu.

You can forward the accounts to your email addresses or leave them separate as you prefer. If you forward, a record of the email will remain in the account.

These five email addresses are part of a CSC DL. The DL for the delegated accounts is DL-CSC-Officers@domail.maricopa.edu. Anyone has access to send to this DL. I will start sending any communication for all five of you to this DL as well.

Please let me know if you have any questions or concerns.

Thanks!



Megan Tormey
 Special Projects Assistant to the Vice Chancellor for Human Resources
 2411 West 14th Street, Tempe AZ 85281
 phone | 4807318416 fax | 4807318120
 email | megan.tormey@domail.maricopa.edu

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Exhibit G

From: Megan Tormey <megan.tormey@domail.maricopa.edu> on behalf of Megan Tormey
Sent: Saturday, October 15, 2016 5:16 PM
To: CSC CommunicationOfficer
Subject: Re: CSC Distribution List

Hi,

No you are right. It should be through google groups. You may not be able to manage it which is likely why they asked me for someone who is not reassigned to be on the list. However, I am not an IT expert by any means so I'll reach out to them. Perhaps IT knows of a resolution that we haven't considered.

Thanks for giving it a try and letting me know!



Megan Tormey
Special Projects Assistant to the Vice Chancellor for Human Resources
2411 West 14th Street, Tempe AZ 85281
phone | 4807318416 fax | 4807318120
email | megan.tormey@domail.maricopa.edu

MARICOPA website | <https://www.maricopa.edu>
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On Fri, Oct 14, 2016 at 4:00 PM, CSC CommunicationOfficer
<csccommunicationofficer@domail.maricopa.edu> wrote:
Hi Megan,

Thank you for following up on this. Unfortunately, I can't access the DL still -- in this Communications Officer account, there is no way to access Google groups. I looked under my GateWay account but it isn't showing there either. If there is a trick to accessing it, I have no idea what it is :)

On Fri, Oct 14, 2016 at 12:55 PM, Megan Tormey <megan.tormey@domail.maricopa.edu> wrote:
Good afternoon Kristy,

I was able to make you an owner of the distribution list myself. I also pulled my email off the emails. This way I can maintain ownership over the DL in case of emergencies but am not included on any of the actual emails.

Please let me know if you can see the DL.

Thank you,



Megan Tormey
Special Projects Assistant to the Vice Chancellor for Human Resources
2411 West 14th Street, Tempe AZ 85281
phone | 4807318416 fax | 4807318120
email | megan.tormey@domail.maricopa.edu

MARICOPA website | <https://www.maricopa.edu>
COMMUNITY COLLEGES

website | <https://www.maricopa.edu>



Kristy Warfield, MBA

Secretary/ Communications Officer

Classified Staff Council

2411 West 14th Street, Tempe AZ 85281

phone | [480-784-0748](tel:480-784-0748)

email | esccommunicationofficer@domain.maricopa.edu

website | <https://www.maricopa.edu>



Exhibit H

From: **Kris Bliss** <kristina.bliss@mesacc.edu>
Date: Wed, Sep 14, 2016 at 8:17 AM
Subject: Re: EBAC question
To: Kathy Brooks <kathy.brooks@domail.maricopa.edu>
Cc: Lisa Kussard <lisa.kussard@domail.maricopa.edu>, Alice Hevey <alice.hevey@domail.maricopa.edu>

Hi Kathy -

I would like to include non-CSC and non-CSC Officers for a couple of reasons, first, to help succession planning within CSC and in the case of Dan, for the history he provides. One of the interests of employees is to ensure we provide opportunities for employees to grow and learn. I know Dan has great knowledge of the process and non of the current CSC have that same knowledge - he will be a great help for this first year.

There will be plenty of other CSC members to ensure employee interests are being met.

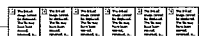
Please let me know if you have additional concerns.

Kris Bliss
Classified Staff Council President
Director of Support and Retention Programs
<http://www.mesacc.edu/children/>
<http://www.mesacc.edu/student-life>
(o) 480-461-7081 (f) 480-844-3253
We value YOU! Please use this [link](#) to let me know how I can improve!

On Wed, Sep 14, 2016 at 7:51 AM, Kathy Brooks <kathy.brooks@domail.maricopa.edu> wrote:
Kris,
Nothing at all against Dan (he has great knowledge of EBAC as I think he has been on it for years) but given he has now a new job at district is he a rep still? I know he was for Rio. Lisa, am I right in my thinking that these 5 need to be a rep at their respective locations if not a CSC officer?
Thanks,
Kathy

Kathy Brooks, SPHR, SHRM-SCP, Associate Vice-Chancellor, HR Administration

2411 West 14th Street, Tempe AZ 85281
phone | [480-731-8441](tel:480-731-8441) • fax | [480-731-8484](tel:480-731-8484)
email | kathy.brooks@domail.maricopa.edu
website | www.maricopa.edu



On Tue, Sep 13, 2016 at 6:08 PM, Kris Bliss <kristina.bliss@mesacc.edu> wrote:

Hi Lisa -

I have three names so far - myself, Kris Bliss, Adrienne Hicks and Dan Huston. I need to reach out to a couple more people to fill out the CSC team.

Thanks!

Kris Bliss

Classified Staff Council President

Director of Support and Retention Programs

<http://www.mesacc.edu/children/>

<http://www.mesacc.edu/student-life>

(o) 480-461-7081 (f) 480-844-3253

We value YOU! Please use this [link](#) to let me know how I can improve!

On Mon, Sep 12, 2016 at 9:22 AM, Lisa Kussard <lisa.kussard@domail.maricopa.edu> wrote:

Hi Kris,

Since this item needs to go to board and we need to get started with the EBAC meetings that begin on Sept. 19th, please let us know who the 5 CSC representatives will be for this year.

Alice needs to send out the agenda and invites by tomorrow at the latest.

Thanks for your help!

-Lisa

On Mon, Sep 12, 2016 at 6:33 AM, Kris Bliss <kristina.bliss@mesacc.edu> wrote:

Hi Lisa -

The CSC Officers had our meeting on Friday late afternoon. This was the first opportunity I had to brief them on our discussion.

From that meeting we decided that if EBAC is going to be consensus based - meaning no voting - we would be happy to send 3 members from our team. If EBAC's arrangement will be the same as it has been in the past - meaning voting - we will be sending a team of 5 to the table to adequately ensure employee representation.

Because our meeting wasn't until late on Friday afternoon and because there is a decision point here, I don't have names of attendees at this point. I assume I will be participating for sure. As soon as we hear back from y'all, we can move forward with some names, etc.

Thanks!

Kris Bliss

Classified Staff Council President

Director of Support and Retention Programs

<http://www.mesacc.edu/children/>

<http://www.mesacc.edu/student-life>

(o) 480-461-7081 (f) 480-844-3253

We value YOU! Please use this [link](#) to let me know how I can improve!

On Fri, Sep 9, 2016 at 8:12 AM, Lisa Kussard <lisa.kussard@domail.maricopa.edu> wrote:
Hi Kriss,

Do you have the names of the CSC members who will be participating on EBAC? We need to send out the invites to the first meeting on the 19th.

I have copied Alice Hevey on this since she handles the invites and meeting coordination.

Thanks,
Lisa

On Tue, Aug 23, 2016 at 10:36 AM, Kris Bliss <kristina.bliss@mesacc.edu> wrote:
Fantastic!

Thanks Lisa!

Kris Bliss
Classified Staff Council President
Director of Support and Retention Programs
<http://www.mesacc.edu/children/>
<http://www.mesacc.edu/student-life>
(o) 480-461-7081 (f) 480-844-3253
We value YOU! Please use this [link](#) to let me know how I can improve!

On Tue, Aug 23, 2016 at 10:30 AM, Lisa Kussard <lisa.kussard@domail.maricopa.edu> wrote:
Hi Kris,

I will schedule a meeting with you, Kathy Brooks and myself so we can discuss the structure of EBAC.

Thanks,
Lisa

On Tue, Aug 23, 2016 at 9:43 AM, Kris Bliss <kristina.bliss@mesacc.edu> wrote:
Hi Lisa -

Hope you are doing well. I wanted to find time to check in with you regarding employee group participation on the EBAC. As you know we have merged into one Classified Staff Council and I'm attempting to get more information from the various committee chairs to determine how we can move forward with employee participants.

Please let me know if you are available for a chat either in person or via phone.

Thank you!

Kris Bliss
Classified Staff Council President
Director of Support and Retention Programs
<http://www.mesacc.edu/children/>
<http://www.mesacc.edu/student-life>

(o) 480-461-7081 (f) 480-844-3253

We value YOU! Please use this [link](#) to let me know how I can improve!

--

Lisa Kussard

Employee Benefits Manager | Human Resource Administration

2411 West 14th Street, Tempe AZ 85281

phone | [480-731-8412](tel:480-731-8412) fax | [480-731-8484](tel:480-731-8484)

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website | <https://www.maricopa.edu>



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--

Lisa Kussard

Employee Benefits Manager | Human Resource Administration

2411 West 14th Street, Tempe AZ 85281

phone | [480-731-8412](tel:480-731-8412) fax | [480-731-8484](tel:480-731-8484)

email | lisa.kussard@domail.maricopa.edu

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--

Lisa Kussard

Employee Benefits Manager | Human Resource Administration

2411 West 14th Street, Tempe AZ 85281

phone | [480-731-8412](tel:480-731-8412) fax | [480-731-8484](tel:480-731-8484)

email | lisa.kussard@domail.maricopa.edu

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Exhibit I

ACTION ITEM

Governing Board Agenda

Meeting Date

December 14, 1999

ITEM NUMBER	ITEM TITLE	RESPONSIBLE AGENT
--------------------	-------------------	--------------------------

D-2

Employee Benefits Advisory Committee

Employee Benefits Advisory Committee & William F. Waschter

RECOMMENDATION

It is recommended that the Governing Board charges the Employee Benefits Advisory Committee (EBAC) to recommend benefit programs which enable employees to be emotionally, socially, physically and intellectually productive so as to provide an effective teaching and learning environment for students. This recommendation should be added to Maricopa Governance Policy Board Committee Structure.

JUSTIFICATION

Over the past decade, the Employee Benefits Advisory Committee has been bringing to the Governing Board recommendations for employee benefit programs. Employee groups are united in their support of the work that EBAC has accomplished. The committee has not previously asked the Governing Board for recognition of this Committee as the appropriate body to forward healthcare and other benefit program recommendations. The purpose of this recommendation is to codify what has been the practice of the committee for many years. The recommendation is not intended, in any way, to diminish rights which employee groups have to bring concerns of all types either to the table or the Governing Board.

It is particularly timely that the Governing Board consider this recommendation as EBAC is preparing to present a recommendation which will have far reaching impact on all employees for a considerable time period in the future - the recommendation will be with regard to our IRS 125 Plan benefits and flex benefit credit recommendations which, with Board approval, will become effective on July 1, 2000.

EBAC recognizes and is appreciative of the Governing Board's confidence in the recommendations that have been forwarded over the years and is, once again, appreciative of the Board's consideration of this request.

FUNDING

Source

Acting Ident.

APPROVALS/CERTIFICATIONS

Chancellor		Education Dev.	
Business Svcs.		Planning	
Legal		Human Resources	
College President		ITS	
Submitted By:			

ACTION ITEM**Governing Board Agenda****Meeting Date**December 14, 1999**ITEM NUMBER****ITEM TITLE****RESPONSIBLE AGENT**

D-3

Employee Benefits Advisory Committee

Employee Benefits
Advisory Committee &
William F. Waechter**RECOMMENDATION**

It is recommended that the Governing Board accepts EBAC's Articles of Operation relative to its mission, values, membership, scope and processes. The articles are to be included as an appendix to the Maricopa Governance Policies.

**THE MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT
EMPLOYEE BENEFITS ADVISORY COMMITTEE
ARTICLES OF OPERATION**

Article 1 – Name

This Committee is named the Employee Benefits Advisory Committee.

Article 2 – Mission

The mission of the Employee Benefits Advisory Committee is to recommend benefit programs which enable employees to be emotionally, socially, physically and intellectually productive so as to provide an effective teaching and learning environment for students.

Article 3 – Statement of Values

The members of the Benefits Advisory Committee recognize that providing health care coverage and other benefit programs contributes to the physical and emotional health of employees and their families. It assists them to reach the highest level of professionalism, competence and productivity envisioned by the MCCCCD Governing Board in its Statement of Values. The principles to guide the actions of the Employee Benefits Committee shall include:

- Competitively priced, cafeteria plan benefits designed to meet the current and future needs of employees and their dependents.
- An array of comprehensive benefit programs which complement the cafeteria plan.
- Sufficient financial support to employees to offset the cost of benefit selections made through the District's benefit program.

- Pool the risk across the entire benefit eligible population; no class or group of employees to bear a disproportionate impact of changes due to plan design or pricing.
- Efficient and effective utilization of the benefit programs to the greatest benefit of employees in the District.
- Conform to federal and state laws and regulations, and Governing Board policy in the design, implementation, and administration of the Benefit program.

Article 4 – Purpose

1. To recommend comprehensive employee benefit programs inclusive of insurance and other programs which are high quality, cost effective, accessible and responsive to the changing needs of Maricopa employees and their dependents. Such recommendations will be cognizant of and responsive to District financial conditions.
2. To remain current on trends and innovations in the arena of employee benefits and to carefully analyze, study, and if appropriate, recommend modifications, consistent with the mission of the Governing Board and Committee.
3. To recommend a flex benefit program (IRS Sec #125) including the level of benefit credits to be provided to employees.
4. To adhere to MCCC'D's Statement of Values.

Article 5 – Membership

The membership on this Advisory Committee will be comprised of 2 representatives from each Governing Board recognized employee group to include the employee group President (or designated alternate) plus one additional representative from each employee group (including Chancellor's Executive Council) as selected by the group. The intent is to assure communication back to various employee groups by asking that the President serve – probably an annual term – and that the employee group also have a "benefits" specialist who might continue from year to year, thus providing continuity to the Advisory Committee. In addition, the Advisory Committee shall have, as part of its membership, the Director of Employee Benefits, who shall chair the Committee, a staff member from Employee Services, and the Vice Chancellor for Quality and Employee Development (who will serve as one of the 2 CEC representatives). **The two representatives from each Governing Board recognized group are the voting members.**

Benefits staff may serve as technical support resources to the Committee. The Committee may also identify other resources staff to serve as needed. The Committee may also invite consultants and other experts as appropriate.

Article 6 – Attendance

Designated alternates selected by the employee groups may serve in the absence of Committee members.

Article 7 – Vacancies

The Chair will be responsible for notifying employee groups in the event they are not represented for three or more consecutive meetings at which point the employee group may opt to appoint a new representative.

Article 8 – Meetings

Committee meetings will be held in accordance with a regular schedule to be established. Additional meetings may be scheduled as needed.

Article 9 - Consensus

All Committee decisions and recommendations will be made on a consensus model. Consensus occurs when each Committee member has spoken and has been heard; following, the decision or recommendation is accepted, possibly with reservations, but always with a commitment to implementation. When consensus cannot be determined, agreement by two-thirds of the eligible Committee members present is required.

Alternates may vote in the absence of regular Committee members.

The Committee recognizes and represents the divergent needs and concerns of all employees of the District. As such, the Committee will take no action nor make any recommendation without providing each employee group with reasonable opportunity to inform and/or poll its members concerning the item(s) before the Committee. Committee members should also come prepared not only to represent their own constituency, but prepared to consider benefits in broad terms of their impact on all employees.

Article 10 – Quorum

A minimum of ten (10) Committee members or alternates is required to transact Committee business.

~~Deleted – In the event of emergency situations, the committee may choose to take action only with unanimous vote of all members present.~~

Article 11 – Ad Hoc Committees

Ad Hoc sub-committees may be formed as deemed necessary by the Committee. A sub-committee chair will be identified for each sub-committee, and a clear reporting relationship to the Committee identified.

Article 12 – Article Review/Revisions

Articles are reviewed annually and revisions are forwarded to the Governing Board.

Article 13 – Committee Recommendations

Recommendations from the Employee Benefits Advisory Committee shall be lodged with the Vice Chancellor for Quality and Employee Development. The Vice Chancellor is charged with the responsibility of forwarding recommendations to the Governing Board.

Adopted: _____

JUSTIFICATION

Over the past decade, the Employee Benefits Advisory Committee has developed a set of guiding principles and processes which have been allowing it to function in a very successful manner. Employee groups are united in their support of the work that EBAC has accomplished.

The purpose of this recommendation is to solidify what has been the operational process and practices of this Committee for many years. The recommendation is not intended, in any way, to diminish rights which employee groups have to bring concerns of all types either to the table or the Governing Board.

EBAC recognizes and is appreciative of the Governing Board's confidence in the recommendations that have been forwarded over the years and is, once again, appreciative of the Board's consideration of this request.

FUNDING

Source _____

Acctg. Ident. _____

APPROVALS/CERTIFICATIONS

Chancellor <u>[Signature]</u>	Education Dev. <u>[Signature]</u>
Business Svcs. <u>[Signature]</u>	Planning _____
Legal _____	Human Resources <u>[Signature]</u>
College President _____	ITS <u>[Signature]</u>
Submitted By: _____	

Exhibit J



Kris Bliss <kristina.bliss@mesacc.edu>

EBAC Reconsideration

5 messages

Thu, Feb 9, 2017 at 2:49 AM

Megan Tormey <megan.tormey@domail.maricopa.edu>
 Reply-To: megan.tormey@domail.maricopa.edu
 To: kristina.bliss@mesacc.edu

Good morning Kris,

I wanted to follow up with you regarding our discussion yesterday now that I have have slept on the information. I was honestly surprised by your reaction and it took me some time to process all the information.

I have reconsidered all the points you put forth yesterday and now feel that it does makes sense to keep Dan Huston on EBAC for the remainder of the year.

There were several key things that have changed since December that I did not know about until our conversation yesterday. For example, I was not aware that Mike had to pull out of the meeting. One of the main reasons I had supported Dan Huston stepping down from the committee was because there was still continuity in place for EBAC through Mike. I also recognize that it would be difficult for CSC (and has been difficult on CSC) to find a new member for EBAC. I had initially thought this position could be opened to other individuals. I was not aware that you were still having trouble filling those positions. Also, there are only two meetings left which does not allow a lot of time to get up to speed. Given these points, there is no need to remove Dan at this point. If you have already contacted Lisa and would like my help to clarify matters please let me know.

More communication between us and both checking for understanding may help us avoid issues like this in the future. I thought we came to a mutual agreement in December.

During our discussion yesterday and previously in December and January, I was honestly looking at this from the perspective of the Classified Staff Council and how have non-representatives could potentially negate the model that CSC has put together. While I believe that this topic is still important and should be explored by the council, I do not want to negatively impact the council by adding to the work you already have. Nor do I want to create any misconception that this is anyway about Dan as a person. I think there are more pressing matters for CSC to focus on this first year that you are already working on like the Elections, Professional Growth and Transition of the first group.

I also think there are some deeper discussions that need to occur between CSC and HR (and perhaps other areas) that could be well served by an IBN process. The EBAC bylaws may be one of those areas. Building up mutual trust may be another, for HR and CSC and you and I. I realize that both HR and CSC have work to do to understand each other more and to begin to build a beneficial relationship.

I truly support you and want CSC to be successful. I can see the future and the positive impact that CSC can make on this organization. I want to continue to work with you to achieve this reality.

Thank you,



MARICOPA
COMMUNITY COLLEGES

Megan Tormey
 Special Projects Assistant to the Vice Chancellor for Human Resources
 2411 West 14th Street, Tempe AZ 85281
 phone | 4807318416 fax | 4807318120
 email | megan.tormey@domail.maricopa.edu
 website | https://www.maricopa.edu



Thu, Feb 9, 2017 at 9:20 AM

Kris Bliss <kristina.bliss@mesacc.edu>
 Reply-To: kristina.bliss@mesacc.edu
 To: Megan Tormey <megan.tormey@domail.maricopa.edu>

Good morning Megan -

I was going to send an email follow up this morning, but looks like you beat me to it!

I would agree communication between us could have been and should be better going forward. We both can hear and understand things differently. As you have acknowledged, this is the first year for the Council and the Officers, there is much going on internally within the Council and yet there is much happening at the District that needs our attention too. We are doing our best to get all things accomplished with what we have.

I think there may be an opportunity for some mediated conversations between HR and individuals from the Council. There is certainly some history between HR and employee leaders that probably needs to be addressed. Certainly there are communication and trust issues that need to be addressed and/or resolved. Finding the time and identifying who needs to be involved will be the trick. Should this be something the new Officers are a part of?

I will continue to reach out and work with Kathy and Lisa regarding the EBAC by-laws as they do need to be clarified for that group to be successful, in my opinion. There are rules in the by-laws we are currently not following, so it's time for an overhaul. I know C&C is taking up lots of their time, so I can wait or start working on the side providing edits/suggestions when they are ready.

I also want CSC and the current/future Officers to be successful. Part of that is acknowledging the autonomy of the group. We were elected by our peers because, hopefully, they thought we could do the job. We need others to believe in us too.

Thank you,
 Kris

Kris Bliss
 Classified Staff Council President
 Director of Support and Retention Programs
<http://www.mesacc.edu/children/>
<http://www.mesacc.edu/student-life>
 (p) 480-784-0746 (f) 480-844-3253

[Quoted text hidden]

Thu, Feb 9, 2017 at 9:55 AM

Megan Tormey <megan.tormey@domail.maricopa.edu>
 Reply-To: megan.tormey@domail.maricopa.edu

4/12/2017

Maricopa Community College District Mail - EBAC Reconsideration

To: Kris Bliss <kristina.bliss@mesacc.edu>

Hi Kris,

Well, I had a few hours head start. My husband left early this morning for a trip and woke me up.

I know CSC is pulled in multiple areas. We knew this first year would be challenging but I don't think we realized that the entire organization would be going through as many changes while CSC was trying to build a solid foundation. I am here to help move things forward whenever you need.

Yes, I absolutely think that the new officers are apart off That's a great idea. It will be as important as any of the other items for transitions.

You also bring up a great point about this history between the HR and the employee representatives. I am new to Maricopa and entering with a very different perspective. I do not have the historical reference points that many of you have. I am starting from the present and the knowledge that HR wants to move forward and build a strong relationship with CSC.

I wish you the best of luck at the State of the District today! I'll be there cheering you on.



MARICOPA
COMMUNITY COLLEGES

Megan Tormey
Special Projects Assistant to the Vice Chancellor for Human Resources
2411 West 14th Street, Tempe AZ 85281
phone | 4807318416 fax | 4807318120
email | megan.tormey@domail.maricopa.edu
website | <https://www.maricopa.edu>



[Quoted text hidden]

Kris Bliss <kristina.bliss@mesacc.edu>

Reply-To: kristina.bliss@mesacc.edu

To: Megan Tormey <megan.tormey@domail.maricopa.edu>

Sun, Feb 12, 2017 at 7:54 PM

Hi Megan -

I have been thinking about our conversation from last week over the weekend and want to follow up with some additional thoughts. I wanted to let you know that I will be sharing our conversation about Dan and EBAC participation with the Council at our meeting on Tuesday. I think it's important for the Council to know.

In the past with employee groups and leaders, HR has not played the same role as with the current group and leaders. In the past, the role of the "supervisor" has never been more than on paper - approving time off, etc. - HR shouldn't be managing employee representatives to the degree that is happening now. This makes it difficult for us to have the necessary distance needed from HR in order to function as an autonomous entity.

Wanted to let you know I would be sharing with them the conversation we had about EBAC by-laws, the CSC Constitution and By-Laws and your position.

Thank you,
Kris

Kris Bliss
Classified Staff Council President
Director of Support and Retention Programs
<http://www.mesacc.edu/children/>
<http://www.mesacc.edu/student-life>
(p) 480-784-0746 (f) 480-844-3253

[Quoted text hidden]

Megan Tormey <megan.tormey@domail.maricopa.edu>

Reply-To: megan.tormey@domail.maricopa.edu

To: Kris Bliss <kristina.bliss@mesacc.edu>

Mon, Feb 13, 2017 at 7:02 AM

Hi Kris,

Thank you for your thoughts. I fully expected you to share the conversation and would like you to. My main focus since becoming your supervisor has been the success of this new CSC model moving forward. I hope you will express my concern about having non-CSC employees serve as representatives on these committees and how that may impact the council moving forward. That was the only focus of the conversation. If the council considers the points and disagrees with me that is okay. It is just something to consider as the council moves forward.

I will also be sharing your thoughts with the VCHR in case the council has questions for her tomorrow.

Thank you,
Megan



MARICOPA
COMMUNITY COLLEGES

Megan Tormey
Special Projects Assistant to the Vice Chancellor for Human Resources
2411 West 14th Street, Tempe AZ 85281
phone | 4807318416 fax | 4807318120
email | megan.tormey@domail.maricopa.edu
website | <https://www.maricopa.edu>



[Quoted text hidden]

Exhibit K

From: LaCoya Shelton-Johnson <lacoya.shelton-johnson@domail.maricopa.edu> on behalf of LaCoya Shelton-Johnson
Sent: Tuesday, February 09, 2016 9:12 PM
To: judy.castellanos@domail.maricopa.edu; Patty Finkenstadt
Cc: Eddie Genna; Barbara Basel
Subject: RE: RIF MOU?

If this is not going to be backdated it needs to state that the mou was originally signed on XXX date and that given a number of handwritten edits a "clean" version is presented to replace the previous ones and that no substantive changes are contained in this version as compared to the one signed on XXX thx

From: Judy Castellanos [mailto:judy.castellanos@domail.maricopa.edu]
Sent: Wednesday, February 10, 2016 6:01 PM
To: Patty Finkenstadt <patricia.finkenstadt@phoenixcollege.edu>
Cc: Eddie Genna <eddie.genna@phoenixcollege.edu>; LaCoya Shelton-Johnson <lacoya.shelton-johnson@domail.maricopa.edu>; Barbara Basel <bar2174356@domail.maricopa.edu>
Subject: Re: RIF MOU?

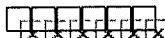
Yes; it is ready. I have attached a copy below and I will take a copy for our meeting tomorrow.

Thanks!
Judy

Judy Castellanos: Sr. HR Manager, Workforce Resolutions & Compliance|HR Solutions Center



2411 West 14th Street, Tempe AZ 85281
phone | 480.731.8480 • fax | 480.731.8450
email | Judy.Castellanos@domail.maricopa.edu
website | www.maricopa.edu



On Wed, Feb 10, 2016 at 1:50 PM, Patty Finkenstadt <patricia.finkenstadt@phoenixcollege.edu> wrote:

Hi, Judy,

In preparation for OMW PCS tomorrow, Eddie mentioned that we would be signing a "clean copy" of the MOU for the RIF policy.

Will that be available for signatures tomorrow morning?

Patty

Patricia Finkenstadt, Ph.D.

Biosciences Faculty

1202 W Thomas Road, Phoenix, AZ 85013

phone | [602.285.7108](tel:602.285.7108) • fax | [602.285.7349](tel:602.285.7349)

email | patricia.finkenstadt@phoenixcollege.edu

website | www.phoenixcollege.edu

Exhibit L

MOU

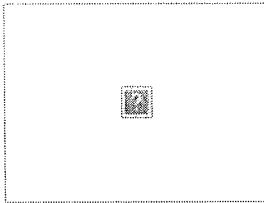
1 message

Maria Bellino <maria.bellino@domail.maricopa.edu>
Reply-To: maria.bellino@domail.maricopa.edu
To: Judy Castellanos <judy.castellanos@domail.maricopa.edu>

Thu, Oct 29, 2015 at 4:41 PM

Judy, I've attached three different versions




- 1) MOU w/ just the modified section retyped and inserted
- 2) MOU with only modified section typed into PDF doc.
- 3) MOU with entire numbered section retyped and inserted



Maria R. Bellino, PHR: Coordinator, Workforce Resolutions & Compliance|HR
Solutions Center

2411 West 14th Street, Tempe AZ 85281
phone | 480.731.8215 • fax | 480.731.8956
email | Maria.Bellino@domail.maricopa.edu
website | www.maricopa.edu

3 attachments

-  **3MOU Entire Section Snipped.pdf**
155K
-  **1MOU Redacted and section.pdf**
150K
-  **2MOU Section Typed In.pdf**
206K

1/10/15

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding ("MOU") is entered into this 29 day of June, 2015 by and among the Maricopa County Community Colleges District ("MCCCD"), the Professional Staff Association ("PSA"), the Management/Administrative/Technological Organization ("MAT"), the Public Safety Employee Group ("Public Safety"), the Maintenance and Operations Employee Group ("M&O"), and the Crafts Association ("Crafts"), and hereafter referred to jointly as "the parties."

- 1. The parties agree to include new Policy C-5 – Employee Resource Realignment, which policy is attached hereto as Exhibit 1, in the MCCCD Staff Policy manual for the term of this MOU.
- 2. The parties agree that the new Policy C-5 shown at Exhibit 1 shall be modified by the following language which shall be a part of Policy C-5 (C) (5) – Layoff Order:

Employees in Crafts and Public Safety who are identified for layoff shall, upon request, be eligible to displace the least senior classified employee in the same classification (not pay grade) at another college or District office within the District. If more than one employee in the same classification at any college or District office is identified for layoff, displacement rights shall be determined in order of seniority, with the most senior to be laid off employee's eligibility to displace determined first.

- 3. The parties agree that the new Policy C-5 shown at Exhibit 1 shall be modified by the following language which shall be a part of Policy C-5 (C) (4) – Notice:

For MAT employees layoffs occurring prior to December 15, 2015, the layoff notice period shall be the later of June 30, 2016 or six months, whichever is later.

- 4. The parties agree to exclude the language shown as struck out in the Appendices to the MCCCD Staff Policy manual, attached hereto as Exhibit 2, for the term of this MOU.
- 5. The parties further agree to place Policy C-5 on the agenda for further discussion this current All-CPD season and specifically consider the issues identified by VC/HR Shelton-Johnson as shown in Exhibit 3.
- 6. Term of Memorandum. This MOU shall remain in full force and effect from the date below until modified or terminated by a written document signed by all parties.

Crafts Association
[Signature]
President

2-26-15
Date

Professional Staff Association
[Signature]
Executive President

Feb. 26, 2015
Date

Management/Administrative/Technological Organization

David R. [Signature]
Executive President

2/26/15
Date

Maintenance and Operations Employee Group

Cheryl S. Caldwell
President

2-12-15
Date

Public Safety Employee Group

[Signature]
President

2/26/15
Date

Maricopa County Community Colleges District

[Signature]
Vice Chancellor for HR

6/29/15
Date

2 MOU

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding ("MOU") is entered into this 29 day of June, 2015 by and among the Maricopa County Community Colleges District ("MCCCD"), the Professional Staff Association ("PSA"), the Management/Administrative/Technological Organization ("MAT"), the Public Safety Employee Group ("Public Safety"), the Maintenance and Operations Employee Group ("M&O"), and the Crafts Association ("Crafts"), and hereafter referred to jointly as "the parties."

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- 3. The parties agree that the new Policy C-5 shown at Exhibit 1 shall be modified by the following language which shall be a part of Policy C-5 (C) (4) – Notice:

For MAT employees layoffs occurring prior to December 15, 2015, the layoff notice period shall be the later of June 30, 2016 or six months, whichever is later.

- 4. The parties agree to exclude the language shown as struck out in the Appendices to the MCCCD Staff Policy manual, attached hereto as Exhibit 2, for the term of this MOU.
- 5. The parties further agree to place Policy C-5 on the agenda for further discussion this current All-CPD season and specifically consider the issues identified by VC/HR Shelton-Johnson as shown in Exhibit 3.
- 6. Term of Memorandum. This MOU shall remain in full force and effect from the date below until modified or terminated by a written document signed by all parties.

Crafts Association
[Signature]
President

2-26-15
Date

Professional Staff Association
[Signature: Leah Austin-Hall]
Executive President

Feb. 26, 2015
Date

Management/Administrative/Technological Organization

James R. Foster II
Executive President

2/26/15
Date

Maintenance and Operations Employee Group

Cheryl S. Caldwell
President

2-12-15
Date

Public Safety Employee Group

[Signature]
President

2/26/15
Date

Maricopa County Community Colleges District

[Signature]
Vice Chancellor for HR

10/29/15
Date

3 nm

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding ("MOU") is entered into this 29 day of June, 2015 by and among the Maricopa County Community Colleges District ("MCCCD"), the Professional Staff Association ("PSA"), the Management/Administrative/Technological Organization ("MAT"), the Public Safety Employee Group ("Public Safety"), the Maintenance and Operations Employee Group ("M&O"), and the Crafts Association ("Crafts"), and hereafter referred to jointly as "the parties."

- 1. The parties agree to include new Policy C-5 – Employees Resource Realignment, which policy is attached hereto as Exhibit 1, in the MCCCD Staff Policy manual for the term of this MOU.
- 2. The parties agree that the new Policy C-5 shown at Exhibit 1 shall be modified by the following language which shall be a part of Policy C-5 (C) (5) – Layoff Order:

Employees in Crafts and Public Safety who are identified for layoff shall, upon request, be eligible to displace the least senior classified employee in the same classification (not pay grade) at another college or District Office within the District. If more than one employee in the same classification at any college or District office is identified for layoff, displacement rights shall be determined in order of seniority, with the most senior to be laid off employee's eligibility to displace determined first.

- 3. The parties agree that the new Policy C-5 shown at Exhibit 1 shall be modified by the following language which shall be a part of Policy C-5 (C) (4) – Notice:

For MAT employees layoffs occurring prior to December 15, 2015, the layoff notice period shall be the later of June 30, 2016 or six months, whichever is later.

- 4. The parties agree to exclude the language shown as struck out in the Appendices to the MCCCD Staff Policy Manual, attached hereto as Exhibit 2, for the term of this MOU.
- 5. The parties further agree to place Policy C-5 on the agenda for further discussion this current All-CPD season and specifically consider the issues identified by VC/HR Shelton-Johnson as shown in Exhibit 3.
- 6. Term of Memorandum. This MOU shall remain in full force and effect from the date below until modified or terminated by a written document signed by all parties.

Crafts Association
[Signature]
President

2-26-15
Date

Professional Staff Association
[Signature]
Executive President

Feb. 26, 2015
Date

Management/Administrative/Technological Organization

James R. Foster III
Executive President

2/26/15
Date

Maintenance and Operations Employee Group

Cheryl S. Caldwell
President

2-12-15
Date

Public Safety Employee Group

[Signature]
President

2/26/15
Date

Maricopa County Community Colleges District

[Signature]
Vice Chancellor for HR

6/29/15
Date

Exhibit M

From: Judy Castellanos <judy.castellanos@domail.maricopa.edu> on behalf of Judy Castellanos
Sent: Friday, November 06, 2015 8:25 AM
To: Deric Hall
Cc: Barbara Basel
Subject: Fwd: MOU's
Attachments: Appeals MOU.pdf; Employee Interests Regarding Termination (1).docx; Current and proposed term appeals process (1).docx; Updated Employee Resource Realignment MOU.pdf

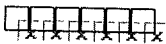
Hi Deric,

My apologies, but forgot to include you on this previous distribution.

Judy

Judy Castellanos: Sr. HR Manager, Workforce Resolutions & Compliance|HR Solutions Center

2411 West 14th Street, Tempe AZ 85281
phone | 480.731.8480 • fax | 480.731.8450
email | Judy.Castellanos@domail.maricopa.edu
website | www.maricopa.edu



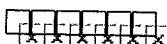
----- Forwarded message -----

From: **Judy Castellanos** <judy.castellanos@domail.maricopa.edu>
Date: Fri, Nov 6, 2015 at 8:13 AM
Subject: RE: MOU's
To: Maria Bellino <maria.bellino@domail.maricopa.edu>, Sheri Klein <sheri.klein@domail.maricopa.edu>, Carol Garcia <carol.garcia@domail.maricopa.edu>, Kathie Bennett <kathie.bennett@domail.maricopa.edu>, Tamra Facciola <tamra.facciola@domail.maricopa.edu>, Barbara Basel <barbara.basel@domail.maricopa.edu>, Jo Ann Pina <joann.pina@domail.maricopa.edu>, Jacqueline Killourie <jacqueline.killourie@domail.maricopa.edu>

Attached below are the MOU's we spoke about in our meeting with Barb. The MOU's that are listed below are the Appeals and the Employee Resource Realignment (ERR). In addition, I have included the employee interests regarding termination and the current and proposed term appeals process.

Judy Castellanos: Sr. HR Manager, Workforce Resolutions & Compliance|HR Solutions Center

2411 West 14th Street, Tempe AZ 85281
phone | [480.731.8480](tel:480.731.8480) • fax | [480.731.8450](tel:480.731.8450)
email | Judy.Castellanos@domail.maricopa.edu
website | www.maricopa.edu



Employee Interests Regarding Termination Appeals

- Right to due process
- Termination reason is neither capricious nor arbitrary; but rather is based on documented issues of performance, violation(s) of policy or administrative regulation
- Advance termination notice provided
 - In advance of proposed termination date (intent to terminate)
 - Notification provided in writing
 - Termination reasons are clearly stated
 - Respectfully and with all reasonable attempts to maintain employee dignity
- Right to provide mitigating or additional information for further consideration
 - In advance of final termination decision
 - For this information to be considered in earnest
- Right to termination hearing
 - Hearing conducted fairly, objectively
- To remain in employment status until hearing process concludes
- Right to appeal decision of hearing to objective party
- Peer review and input
- Appropriate timelines afforded to request hearing and/or file appeals

****Note:** *these interests only relate to the internal processes outlined for and prescribed by Maricopa Community Colleges. Additional rights exist outside of MCCCCD in the form of governing employment laws***

MEMORANDUM OF UNDERSTANDING

The Memorandum of Understanding (MOU) is entered into this 6th day of October, 2015 by and among the Maricopa County Community Colleges District ("MCCCD"), the Professional Staff Association (PSA), the Management/Administrative/Technological Organization ("MAT"), the Public Safety Employee Group ("Public Safety"), the Maintenance and Operations Employee Group ("M&O"), and the Crafts Association ("Crafts"), and hereafter referred to jointly as "the parties."

The parties agree to the universal procedure, which ensures comprehensive due-process, for appeals of dismissals for employees with contractual expectations of continuing employment. The universal procedure will supersede any existing procedure for appeals of dismissal in the Staff Policy Manual and specific employee group appendices. All appeals initiated after this date will proceed under the new process.

Crafts Association

Don Oberly 10-7-15
President Date

Professional Staff Association

Shannon P. Gregory-Naw 10/19/15
President / Designee Date

Management/Administrative/Technical Organization

Kristin B. 10-15-15
President Date

Maintenance and Operations Employee Group

Cheryl L. Caldwell 10-8-15
President Date

Public Safety Employee Group

[Signature] 10-20-15
President Date

Maricopa County Community Colleges District

[Signature] 10/22/15
Vice Chancellor for HR Date

UNIVERSAL PROCEDURE FOR APPEALS OF DISMISSAL RECOMMENDATIONS FOR EMPLOYEES WITH CONTRACTUAL EXPECTATIONS OF CONTINUING EMPLOYMENT IN THE ABSENCE OF CAUSE FOR DISMISSAL.

Upon the recommendation of the Vice Chancellor for Human Resources (VCHR) and final approval by the Chancellor, an employee may be dismissed for cause. The employee shall have access to the following due-process procedures:

1.1. A written statement of charges, formulated by a college president, a district director reporting directly to the VCHR, or another Vice Chancellor, shall be forwarded to the VCHR. The statement of charges shall recite the district policies, administrative regulations, performance standards, employment rules, or lawful written directions the employee is alleged to have violated and state the factual basis for the termination in reasonable detail, sufficient to support the offense charged.

1.2 After reviewing the statement of charges, the VCHR shall deliver a copy to the employee via hand delivery, verifiable e-mail addressed to the employee's current District account, or certified mail (return receipt requested) to the employee's last home address listed in District records. The VCHR shall additionally deliver a notice informing the employee that he/she may within ten (10) working days after delivery of the statement of charges file a written response to the statement of charges. For good cause, the employee may request an extension of no more than five days to file a written response. Such a request shall not be unreasonably denied.

1.3 The opportunity to file a written response shall be the employee's sole opportunity to respond to the statement of charges before the VCHR makes his or her decision. The employee may present evidence to rebut or contest the charges as stated. He or she may offer evidence tending to reduce the severity of the charges or mitigate the potential penalty. The employee may present any other information or perspective the employee believes the VCHR should hear before making a decision. The employee may consult an attorney or other advisor of his or her choosing at the employee's personal expense, and the advisor or attorney may assist the employee in drafting a written response.

1.4. After the employee has been offered the foregoing opportunity file a written response, and after the VCHR has considered the information and perspective the employee has presented, the VCHR may direct the originator of the statement of charges to investigate further and/or reconsider the allegations made in the statement. In the alternative, the VCHR may notify the Chancellor that good cause exists for the dismissal of the employee. In the latter event, the VCHR shall simultaneously provide both the Chancellor and the employee with a copy of the notice, which shall contain a written statement of charges. This statement shall recite the district policies, administrative regulations, performance standards, employment rules, or lawful written directions the employee is alleged to have violated and state the factual basis for the termination

in reasonable detail, sufficient to support the existence of the alleged violation. The VCHR shall deliver a copy of the notice of intent to terminate to the employee via hand delivery, verifiable e-mail addressed to the employee's current account, or certified mail (return receipt requested) to the employee's last home address listed in District records.

1.5. Termination may be effective immediately as of the date of the notice if the grounds for termination involve sexual assault, workplace violence, or other conduct reasonably representing a threat to the safety of any member the MCCCDCD community or the public at large, or to the security of MCCCDCD's property or systems.

1.6. If the grounds for termination do not involve conduct reasonably representing a threat to the safety of a member of the MCCCDCD community or the public at large, or to the security of MCCCDCD property or systems, the VCHR's recommendation will give notice of intent to terminate to both the Chancellor and the employee with termination to be effective not sooner than thirty (30) calendar days from the date of the letter.

1.7. The employee shall have the right to a hearing by delivering a written request to the VCHR within five (5) working days after delivery of the notice of intent to dismiss. The request for a hearing will state in detail the reasons the employee believes dismissal is not justified. If the employee fails to deliver a timely notice of appeal, the dismissal decision will be final and approved by the Chancellor

1.8. If the grounds for termination do not involve conduct reasonably representing a threat to the safety of any member of the MCCCDCD community, the public at large, or to the security of MCCCDCD's property or systems, the filing of a timely request shall postpone the recommended termination date, pending the hearing officer's decision. If the grounds for termination involve conduct reasonably representing a threat to the safety of any member of the MCCCDCD community or the public at large, or to the security of MCCCDCD's property or systems, the effective termination date shall be as stated in the notice and shall not be extended. If the VCHR decides to reinstate an employee after reviewing the hearing officer's findings, reinstatement will be with full back pay to the earlier termination date.

1.9. A qualified hearing officer shall be selected from among candidates pre-qualified through a public bidding process. Qualifications for service shall include a law degree from an accredited institution, a license to practice law in Arizona, substantial experience in conducting administrative hearings for public entities, and experience with employment issues in the context of higher education.

1.10 The VCHR shall appoint a standing advisory committee for each employee group which will be comprised of one representative from the represented group, one employee from an alternate employee group, and one member of the Chancellor's executive council. The advisory committee shall meet within five days after the employee's request for a hearing is submitted to the VCHR. Within ten days after the employee's request for a hearing is submitted to the VCHR,

the advisory committee will review the pre-qualified candidates, and select three to submit to the VCHR and the employee. Upon request of the committee, candidates will affirm that they are available and free of conflicts of interest.

1.11. The officer to hear the appeal shall be selected from the names submitted by the advisory committee as follows: the employee and the VCHR shall each strike the name of one hearing officer, and the remaining individual will hear the appeal. A coin toss will determine who strikes first.

1.12. The hearing officer thus appointed will schedule a meeting of the parties and their counsel, if any, within 10 working days after his appointment. Before that meeting, the parties shall submit to the hearing officer written pre-hearing statements with all proposed documentary evidence attached as exhibits. Parties will stipulate to the authenticity (but not the relevance or probative value) of any documents they intend to offer in evidence unless there are serious grounds to dispute authenticity. The prehearing statements will set forth in detail the facts the party intends to prove, their relationship to specific documents and witness testimony the party intends to present, and their relevance to the performance or conduct standard at issue.

1.13 The hearing officer will schedule the hearing within 20 working days of the prehearing meeting. After conferring with the parties, the hearing officer shall have the discretion to set time limits for the presentation of each party's presentation.

1.14. The hearing officer may extend any deadlines under this procedure in his or her discretion, for good cause.

1.15. The employee subject to dismissal may attend the hearing, and may be represented by legal counsel. The employee may also designate a non-attorney advisor who may be present at all times during the hearing, but who may not address the hearing officer except as a witness. The employee may testify, and may offer the testimony of others in his or her behalf. The employee may also offer documentary evidence. The employee may also cross-examine witnesses offered in support of the recommendation.

1.16. The hearing shall be informal. Court rules of evidence and civil procedure will not apply. However, the hearing officer shall have the discretion to exclude from the record: (1) evidence that is repetitive or cumulative; (2) evidence that is clearly irrelevant (i.e. does not tend to prove or disprove any fact related to the issues to be decided); (3) evidence that is unreliable (e.g. anonymous or unattributed statements); and (4) evidence in a party's main presentation that is not disclosed in the pre-hearing meeting and that causes unfair surprise.

All witnesses will be sworn to tell the truth, upon their oath or affirmation. The hearing will be recorded.

Generally speaking, the party presenting a witness will not be allowed to ask "yes or no" questions (i.e. "leading questions") except on preliminary matters. Exceptions may be granted in the hearing officer's discretion, when witnesses presented by one party are demonstrably aligned with the other (i.e. "hostile" witnesses). The party cross examining a witness for the other side can ask "yes or no" questions.

The hearing officer will determine, in his or her sole discretion, what significance or weight to give the evidence.

1.17. At the hearing, the administration shall bear the burden to prove by a preponderance of the evidence (i.e. more likely than not) that the facts alleged in support of the VCHR's recommendation are true. The administration also bears the burden to persuade the hearing officer that the facts support a finding that the employee violated the performance or conduct standard at issue. In the hearing, the main evidence supporting the VCHR's recommendation shall be offered first. Next, the main evidence offered by the employee shall be presented. Finally, evidence offered in rebuttal of the employee's main case shall be offered. The hearing officer shall have discretion to allow additional evidence to be offered in response to the rebuttal.

1.18 Within 15 working days after the hearing, the hearing officer will render written findings of fact and legal conclusions as to whether the evidence establishes the grounds for termination stated in the VCHR's recommendation, and will forward same to the VCHR.

1.19. The VCHR will forward the hearing officer's decision to the advisory committee selected as detailed in Section 1.10 above. This advisory committee will review and discuss the hearing officer's findings and conclusions, which shall be binding on the committee. The advisory committee shall meet with the VCHR to discuss the hearing officer's decision within five (5) working days after the decision is delivered to the members. The advisory committee may submit comments to the VCHR verbally or in writing, during the meeting.

1.20. The VCHR will review and consider the hearing officer's findings and conclusions (which shall be binding on the VCHR), and the comments and recommendations of the advisory committee, if any. The VCHR will issue a final decision in writing, with a copy delivered simultaneously to the employee. The hearing officer's decision and any written recommendations of a majority of the members of the review committee will be provided as attachments to the VCHR's decision. The VCHR may approve or modify the initial decision and reasoning, or remand the matter to the hearing officer for further proceedings.

1.21 Within five (5) working days after receiving the VCHR's decision, the employee may appeal to the Chancellor by submitting a written notice of appeal, specifying the reasons the VCHR's decision should be overturned, modified, or remanded for further proceedings. The employee must attach to the notice of appeal copies of the decision of the hearing officer, the comments of the advisory committee, and the VCHR's decision. The findings and conclusions of the hearing officer shall be binding on the Chancellor. The Chancellor shall render a written

decision adopting, modifying or rejecting the VCHR's recommendation. If the Chancellor rejects the VCHR's decision, he or she may send the matter back to the VCHR with recommendations for reconsideration or remand to the hearing officer. The Chancellor may choose to meet and discuss the issue with the VCHR and/or the employee before making a final decision.

1.22 The time limits applicable to the Hearing Officer, VCHR, the review committee, and the Chancellor under sections 1.19 et seq. may be extended only with the consent of the employee, or in the event of unforeseen circumstances.

1.23. No adverse personnel action shall be taken against any employee, representative, or other participant in the hearing or appeal in retaliation for such participation.

1.24. If the grounds for termination do not involve conduct reasonably representing a threat to the safety of any member of the MCCCCD community, the public at large, or to the security of MCCCCD's property or systems, the employee's pay and benefits will continue until hearing officer's decision. Thereafter, the VCHR may grant an extension of the employee's continued pay pending his or her decision, and the Chancellor may grant an extension pending his or her decision. If the final decision is dismissal, pay and benefits will terminate no later than the date of that decision. If extensions have not been granted and the final decision is reinstatement, back pay shall be awarded.

Current and Proposed Termination and Appeals to Termination Process

Current Process		
Employee Group	MAT	M & O, PSA and Public Safety
	<ol style="list-style-type: none"> 1) <i>Dismissal recommendation chain:</i> Supervisor to College President or appropriate VC, to the Chancellor and the employee (grievant). 2) Notice of charges with evidence sent to employee 30 days before dismissal. 3) Employee submits hearing request to VCHR within 5 days of notice. 4) Establish Hearing Committee within 10 days 5) Conduct Hearing within 20 days 6) Complete findings and conclusions within 10 days 7) Provide findings, conclusions, and recommendations to Chancellor within 5 days 8) Chancellor reviews and accepts the recommendation or makes own determination within 15 days 9) Hearing committee and employee meet to exchange exhibits, witness lists, & testimony within 20 days. 10) Hearing committee will provide Chancellor with a written summary of the evidence presented, findings of fact, conclusions of law and forward with their recommendation. 	<ol style="list-style-type: none"> 1) <i>Dismissal recommendation chain:</i> Supervisor, to Solution Center, to VCHR. 2) Notice of charges sent to employee 3) Employee submits written grievance to VCHR within 5 days of receiving intent to dismiss 4) Establish hearing committee (no timeframe) 5) Hearing committee and employee meet to exchange exhibits, witness lists, & testimony within 20 days. <p>Chancellor reviews and accepts the recommendation or makes own determination within: 10 (M&O); 20 (PSA) or 30(Public Safety) days</p>

Proposed – Applies to ALL employees

<p>1) <i>Dismissal recommendation chain:</i> A written statement of charges, from college president or vice chancellor forwarded to the VCHR.</p> <p>2) VCHR reviews then delivers a copy to the employee informing of intent to terminate employment and termination appeal rights.</p> <p>3) Within ten (10) working days after delivery of the statement of charges, employee may file a written response to the statement of charges and present evidence to rebut or contest the charges as stated.</p> <p>4) VCHR reviews information submitted by employee, if applicable, and makes determination as to whether the termination proceeds. VCHR may direct the originator of the statement of charges to investigate further and/or reconsider the allegations made in the statement.</p> <p>5) If good causes exists to proceed with termination, VCHR provides written notice to employee.</p> <p>6) Termination effective 30 calendar days from date of notice referenced in step #5</p> <p>7) Employee has right to hearing and must submit hearing request to VCHR within 5 working days of notice (referenced in #5)</p> <p>8) A qualified Hearing Officer shall be selected from among three candidates pre-qualified through a public bidding process.</p> <p>9) Chancellor appoints Employee Advisory Committee comprised of two employee group representatives and one member of the Chancellor’s executive council. Committee will review and comment on Hearing Officer findings</p> <p>10) Hearing Officer schedules pre-hearing meeting where both parties have opportunity to submit relevant documentation in advance of meeting.</p> <p>11) Hearing held within 20 working days of pre-hearing meeting.</p> <p>12) Hearing Officer completes findings of fact and conclusions of law within 15</p>	<p>Note: The statement of charges must recite the district policies, administrative regulations, performance standards, employment rules, or lawful written directions the employee is alleged to have violated and state the factual basis for the termination in reasonable detail, sufficient to support the offense charged.</p> <p>Note: notices sent via hand delivery, verifiable e-mail addressed to the employee’s current District account, or certified mail (return receipt requested) to the employee’s last home address listed in District records.</p> <p>Note: Employee may consult with or obtain attorney at his/her own expense to assist with drafting response</p> <p>Note: Termination may be effective immediately if the grounds for termination involve sexual assault, workplace violence, or other conduct reasonably representing a threat to the safety of the MCCCDC community, or to the security of its property or systems</p> <p>Note: Termination processes suspended until hearing concludes</p> <p>Note: Qualifications for service shall include a law degree from an accredited institution, a license to practice law in Arizona, substantial experience in conducting administrative hearings for public entities, and experience with employment issues in the context of higher education.</p> <p>The officer to hear the appeal shall be selected as follows: the employee and the VCHR shall each strike the name of one hearing officer, and the remaining individual will hear the appeal. A coin toss will determine who strikes first.</p> <p>Note: If the VCHR decides to reinstate an employee after reviewing the Hearing Officer’s findings, reinstatement will be with full back pay to the earlier termination date.</p>
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working days, submits to VCHR who forwards copy to Employee Advisory Committee.

13) Employee Advisory Committee will review and discuss the hearing officer's findings and conclusions. The review committee meets with the VCHR to discuss the hearing officer's decision within five (5) working days after the decision is delivered to the members. The review committee may submit comments to the VCHR verbally or in writing, during the meeting.

14) VCHR makes termination determination; notification sent to employee.

15) Employee has opportunity to appeal decision to Chancellor within five working days after receiving VCHR's decision.

16) Final appeal must be made by submitting a written notice of appeal, specifying the reasons the decision should be overturned, modified or remanded for further proceedings.

17) Chancellor's decision is final. Process concludes

Note: No adverse personnel action shall be taken against any employee, representative, or other participant in the hearing or appeal

Note:

The employee must attach to the notice of appeal copies of the decision of the hearing officer, the comments of the advisory committee, and the VCHR's decision.

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding ("MOU") is entered into this 29 day of June, 2015 by and among the Maricopa County Community Colleges District ("MCCCD"), the Professional Staff Association ("PSA"), the Management/Administrative/Technological Organization ("MAT"), the Public Safety Employee Group ("Public Safety"), the Maintenance and Operations Employee Group ("M&O"), and the Crafts Association ("Crafts"), and hereafter referred to jointly as "the parties."

1. The parties agree to include new Policy C-5 – Employee Resource Realignment, which policy is attached hereto as Exhibit 1, in the MCCCD Staff Policy manual for the term of this MOU.
2. The parties agree that the new Policy C-5 shown at Exhibit 1 shall be modified by the following language which shall be a part of Policy C-5 (C) (5) – Layoff Order:

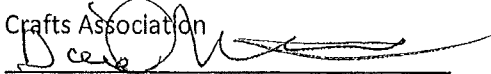
Employees in Crafts and Public Safety who are identified for layoff shall, upon request, be eligible to displace the least senior classified employee in the same classification (not pay grade) at another college or District office within the District. If more than one employee in the same classification at any college or District office is identified for layoff, displacement rights shall be determined in order of seniority, with the most senior to be laid off employee's eligibility to displace determined first.

3. The parties agree that the new Policy C-5 shown at Exhibit 1 shall be modified by the following language which shall be a part of Policy C-5 (C) (4) – Notice:

For MAT employees layoffs occurring prior to December 15, 2015, the layoff notice period shall be the later of June 30, 2016 or six months, whichever is later.


4. The parties agree to exclude the language shown as struck out in the Appendices to the MCCCD Staff Policy manual, attached hereto as Exhibit 2, for the term of this MOU.
5. The parties further agree to place Policy C-5 on the agenda for further discussion this current All-CPD season and specifically consider the issues identified by VC/HR Shelton-Johnson as shown in Exhibit 3.
6. Term of Memorandum. This MOU shall remain in full force and effect from the date below until modified or terminated by a written document signed by all parties.

Crafts Association


President

2-26-15
Date

Professional Staff Association


Executive President

Feb. 26, 2015
Date

Management/Administrative/Technological Organization

David R. Foster III
Executive President

2/26/15
Date

Maintenance and Operations Employee Group

Cheryl S. Caldwell
President

2-12-15
Date

Public Safety Employee Group

[Signature]
President

2/26/15
Date

Maricopa County Community Colleges District

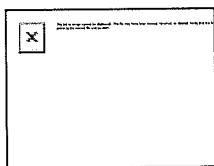
[Signature]
Vice Chancellor for HR

10/29/15
Date

Exhibit N

From: Maria Bellino <maria.bellino@domail.maricopa.edu> on behalf of Maria Bellino
Sent: Wednesday, January 27, 2016 11:58 AM
To: Judy Castellanos; Jacqueline Killourie
Subject: MOU
Attachments: MOU.pdf

Here you go. Please advise if I need to make any additional changes and/or any part of it does not not look right...M



Maria R. Bellino, PHR: Consultant, Workforce Resolutions & Compliance, HR Solutions Center

2411 West 14th Street, Tempe AZ 85281
phone | 480.731.8215 • fax | 480.731.8956
email | maria.bellino@domail.maricopa.edu
website | www.maricopa.edu

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding ("MOU") is entered into this 29 day of June, 2015 by and among the Maricopa County Community Colleges District ("MCCCD"), the Professional Staff Association ("PSA"), the Management/Administrative/Technological Organization ("MAT"), the Public Safety Employee Group ("Public Safety"), the Maintenance and Operations Employee Group ("M&O"), and the Crafts Association ("Crafts"), and hereafter referred to jointly as "the parties."

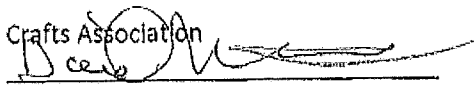
1. The parties agree to include new Policy C-5 - Employee Resource Realignment, which policy is attached hereto as Exhibit 1, in the MCCCD Staff Policy manual for the term of this MOU.
2. The parties agree that the new Policy C-5 shown at Exhibit 1 shall be modified by the following language which shall be a part of Policy C-5 (C) (5) - Layoff Order:

Employees in Crafts and Public Safety who are identified for layoff shall, upon request, be eligible to displace the least senior classified employee in the same classification (not pay grade) at another college or District Office within the District. If more than one employee in the same classification at any college or District office is identified for layoff, displacement rights shall be determined in order of seniority, with the most senior to be laid off employee's eligibility to displace determined first.

3. The parties agree that the new policy C-5 shown at Exhibit 1 shall be modified by the following language which shall be a part of Policy C-5 (C) (4) – Notice:

For MAT employees layoffs occurring prior to December 15, 2015, the layoff notice period shall be the later of June 30, 2016 or six months, whichever is later.

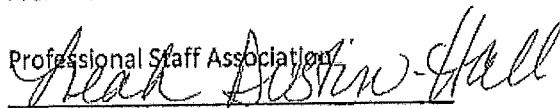
4. The parties further agree to place Policy C-5 on the agenda for further discussion this current All-CPD season and specifically consider the issues identified by VC/HR Shelton –Johnson as shown in Exhibit 3.
5. Term of Memorandum. This MOU shall remain in full force and effect from the date below until modified or terminated by a written document signed by all parties.

Crafts Association


President

2-26-15

Date

Professional Staff Association


Executive President

Feb. 26, 2015

Date

Management/Administrative/Technological Organization

Samuel R. Foster III
Executive President

2/26/15
Date

Maintenance and Operations Employee Group

Cheryl S. Caldwell
President

2-12-15
Date

Public Safety Employee Group

[Signature]
President

2/26/15
Date

Maricopa County Community Colleges District

[Signature]
Vice Chancellor for HR

6/29/15
Date

Exhibit O

From: Jackie Killourie <jacqueline.killourie@domail.maricopa.edu> on behalf of Jackie Killourie
Sent: Thursday, January 28, 2016 8:22 AM
To: Maria Bellino
Cc: Judy Castellanos
Subject: Re: MOU

Thank you, Maria!

Judy - I will insert this (and the other documents you gave me yesterday) today and send to you.

Thanks so much!!

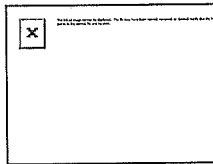
Regards,
Jackie



Jacqueline Killourie
Administrative Assistant
HR Solutions

2411 West 14th Street Tempe, AZ 85281
phone | 480.731.8752
email | jacqueline.killourie@domail.maricopa.edu

On Wed, Jan 27, 2016 at 11:57 AM, Maria Bellino <maria.bellino@domail.maricopa.edu> wrote:
Here you go. Please advise if I need to make any additional changes and/or any part of it does not look right...M



Maria R. Bellino, PHR: Consultant, Workforce Resolutions & Compliance, HR Solutions Center

2411 West 14th Street, Tempe AZ 85281
phone | 480.731.8215 • fax | 480.731.8956
email | Maria.Bellino@domail.maricopa.edu
website | www.maricopa.edu

Exhibit P

From: Jackie Killourie <jacqueline.killourie@domail.maricopa.edu> on behalf of Jackie Killourie
Sent: Monday, February 08, 2016 5:20 PM
To: Judy Castellanos
Subject: SPM Policy Updates as of 2/8/16
Attachments: FINAL 2015 SPM-Word Document Updates 2_8_2016.docx; FINAL 2015 SPM-Word Document Updates 2_8_2016.pdf; SPM Policy Changes_tracking 2015_rev 8Feb2016.doc

Hi Judy,

Here is the policy as well as the tracking document with the changes you gave today. Thanks so much!

Regards,
Jackie



Jacqueline Killourie
Administrative Assistant
HR Solutions

2411 West 14th Street Tempe, AZ 85281
phone | 480.731.8752
email | jacqueline.killourie@domail.maricopa.edu

Appendix F – Staff Policy Manual

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding ("MOU") is entered into this 29 day of June, 2015 by and among the Maricopa County Community Colleges District ("MCCCD"), the Professional Staff Association ("PSA"), the Management/Administrative/Technological Organization ("MAT"), the Public Safety Employee Group ("Public Safety"), the Maintenance and Operations Employee Group ("M&O"), and the Crafts Association ("Crafts"), and hereafter referred to jointly as "the parties."


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3. The parties agree that the new policy C-5 shown at Exhibit 1 shall be modified by the following language which shall be a part of Policy C-5 (C) (4) – Notice:

For MAT employees layoffs occurring prior to December 15, 2015, the layoff notice period shall be the later of June 30, 2016 or six months, whichever is later.

4. The parties further agree to place Policy C-5 on the agenda for further discussion this current All-CPD season and specifically consider the issues identified by VC/HR Shelton –Johnson as shown in Exhibit 3.
5. Term of Memorandum. This MOU shall remain in full force and effect from the date below until modified or terminated by a written document signed by all parties.

Crafts Association

President

2-26-15
Date

Professional Staff Association

Executive President

Feb. 26, 2015
Date

Management/Administrative/Technological Organization

David R. [Signature]
Executive President

2/26/15
Date

Maintenance and Operations Employee Group

Cheryl S. Caldwell
President

2-12-15
Date

Public Safety Employee Group

[Signature]
President

2/26/15
Date

Maricopa County Community Colleges District

[Signature]
Vice Chancellor for HR

2/29/15
Date

Exhibit Q

From: Hope Basoco <hope.basoco@domail.maricopa.edu> on behalf of Hope Basoco
Sent: Thursday, February 11, 2016 1:28 PM
To: Judy Castellanos
Subject: Re: SPM/Faculty Policy Manual
Attachments: FINAL 2015 SPM-Word Document.docx

Judy, attached is the same SPM without A-30 through A-39

**Hope Basoco, HR Project Assistant, HR Webmaster
Center for HR Innovation, Strategy, & Planning**



2411 West 14th Street, Tempe AZ 85281
phone | 480-731-8117
email | hope.basoco@domail.maricopa.edu
website | www.maricopa.edu

On Thu, Feb 11, 2016 at 1:07 PM, Judy Castellanos <judy.castellanos@domail.maricopa.edu> wrote:
Hi Hope,

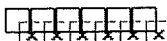
Sorry for all the confusion, but I need for you to delete everything from A30-39. Could you do that and send it back to me to review today?

Thanks~
Judy

Judy Castellanos: Sr. HR Manager, Workforce Resolutions & Compliance|HR Solutions Center



2411 West 14th Street, Tempe AZ 85281
phone | [480.731.8480](tel:480.731.8480) • fax | [480.731.8450](tel:480.731.8450)
email | Judy.Castellanos@domail.maricopa.edu
website | www.maricopa.edu



On Thu, Feb 11, 2016 at 10:24 AM, Hope Basoco <hope.basoco@domail.maricopa.edu> wrote:
Judy,
Attached is the revised copy that I added table of contents links to.

**Hope Basoco, HR Project Assistant, HR Webmaster
Center for HR Innovation, Strategy, & Planning**



2411 West 14th Street, Tempe AZ 85281
phone | [480-731-8117](tel:480-731-8117)
email | hope.basoco@domail.maricopa.edu
website | www.maricopa.edu

On Thu, Feb 11, 2016 at 10:19 AM, Hope Basoco <hope.basoco@domail.maricopa.edu> wrote:
Judy,
It's already set to push. I will have to get with Marketing to get it undone when the push happens.

Hope Basoco, *HR Project Assistant, HR Webmaster*
Center for HR Innovation, Strategy, & Planning



2411 West 14th Street, Tempe AZ 85281
phone | [480-731-8117](tel:480-731-8117)
email | hope.basoco@domail.maricopa.edu
website | www.maricopa.edu

On Thu, Feb 11, 2016 at 10:13 AM, Judy Castellanos <judtt28211@domail.maricopa.edu> wrote:

Sent from my iPhone

Begin forwarded message:

From: Judy Castellanos <judtt28211@domail.maricopa.edu>
Date: February 11, 2016 at 9:58:00 AM MST
To: judy.castellanos@domail.maricopa.edu
Cc: judy.castellanos@domail.maricopa.edu
Subject: Re: SPM/Faculty Policy Manual

Hi Hope,

Could you please hold off in posting the SPM?

Sent from my iPhone

On Feb 9, 2016, at 12:28 PM, Judy Castellanos <judy.castellanos@domail.maricopa.edu> wrote:

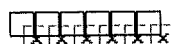
Hi Hope,

Thank you for double checking that for us. If you can fix that, and have it up tomorrow, that will be great.

.....Judy

Judy Castellanos: Sr. HR Manager, Workforce Resolutions & Compliance|HR Solutions Center

2411 West 14th Street, Tempe AZ 85281
phone | [480.731.8480](tel:480.731.8480) • fax | [480.731.8450](tel:480.731.8450)
email | Judy.Castellanos@domail.maricopa.edu
website | www.maricopa.edu



On Tue, Feb 9, 2016 at 11:02 AM, Hope Basoco
<hope.basoco@domail.maricopa.edu> wrote:
Judy,

The RFP should be posted in PDF. I an get to that this afternoon.
I also noticed that the new SPM has a number of links missing or inaccurate in the
table of contents. I can fix those, if you like (book marks, etc), but I have other
tasks to complete this afternoon, a consequence of being on vacation for the past 8
days. I can get the SPM up by tomorrow at noon.

**Hope Basoco, HR Project Assistant, HR Webmaster
Center for HR Innovation, Strategy, & Planning**



2411 West 14th Street, Tempe AZ 85281
phone | [480-731-8117](tel:480-731-8117)
email | hope.basoco@domail.maricopa.edu
website | www.maricopa.edu

On Tue, Feb 9, 2016 at 10:42 AM, Judy Castellanos
<judy.castellanos@domail.maricopa.edu> wrote:
Hi Hope,

Could you please put the latest SPM up on our web? I have included the word and
PDF document as I need for you to upload the last Section of the (A). Please let
me know if you need anything else.

As to the RFP, we need to also put the latest version up on our website. That is
also attached below. I was thinking, would it be better for us to just add the link to
their Residential Faculty website versus putting it up? I included the URL below.

Let me know.

<http://mccfa.wildapricot.org/Resources/Documents/Final%20RFP%202015-2016.pdf>

Thanks!

Judy

Judy Castellanos: Sr. HR Manager, Workforce Resolutions & Compliance|HR Solutions Center



2411 West 14th Street, Tempe AZ 85281
phone | [480.731.8480](tel:480.731.8480) * fax | [480.731.8450](tel:480.731.8450)
email | Judy.Castellanos@domail.maricopa.edu
website | www.maricopa.edu

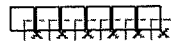


Exhibit R



Hope Basoco <hop2140862@domail.maricopa.edu>

Re: SPM Withou X Files or RIF

6 messages

Judy Castellanos <judy.castellanos@domail.maricopa.edu>
Reply-To: judy.castellanos@domail.maricopa.edu
To: Hope Basoco <hope.basoco@domail.maricopa.edu>

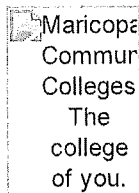
Thu, Feb 11, 2016 at 1:48 PM

Hi Hope,

I was able to locate one of the version of the SPM that Jackie had sent me without the X Files or the RIF. Could you please upload this version to the website?

Thank you so much~
Judy

Judy Castellanos: Sr. HR Manager, Workforce Resolutions & Compliance|HR Solutions Center



2411 West 14th Street, Tempe AZ 85281
phone | 480.731.8480 • fax | 480.731.8450
email | Judy.Castellanos@domail.maricopa.edu
website | www.maricopa.edu

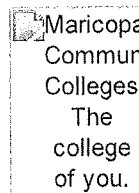


SPM withOUT X Files or RIF (1).docx
1560K

Hope Basoco <hope.basoco@domail.maricopa.edu>
Reply-To: hope.basoco@domail.maricopa.edu
To: Judy Castellanos <judy.castellanos@domail.maricopa.edu>

Thu, Feb 11, 2016 at 1:54 PM

Will do.
Attached is the document with only the new sections



Hope Basoco, HR Project Assistant, HR Webmaster
Center for HR Innovation, Strategy, & Planning

2411 West 14th Street, Tempe AZ 85281
phone | 480-731-8117
email | hope.basoco@domail.maricopa.edu
website | www.maricopa.edu

[Quoted text hidden]

SPM New Sections.docx
3221K

Hope Basoco <hope.basoco@domail.maricopa.edu>
Reply-To: hope.basoco@domail.maricopa.edu
To: Judy Castellanos <judy.castellanos@domail.maricopa.edu>

Thu, Feb 11, 2016 at 2:00 PM

New sections without cover page

Hope Basoco, HR Project Assistant, HR Webmaster
Center for HR Innovation, Strategy, & Planning

5/10/2017

Maricopa Community College District Mail - Re: SPM Withou X Files or RIF



2411 West 14th Street, Tempe AZ 85281
phone | 480-731-8117
email | hope.basoco@domail.maricopa.edu
website | www.maricopa.edu

[Quoted text hidden]

 **SPM New Sections No Cover Page.docx**
3168K

Judy Castellanos <judy.castellanos@domail.maricopa.edu>
Reply-To: judy.castellanos@domail.maricopa.edu
To: Hope Basoco <hope.basoco@domail.maricopa.edu>
Cc: Jacqueline Killourie <jacqueline.killourie@domail.maricopa.edu>

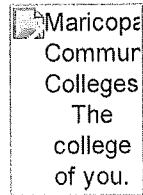
Thu, Feb 11, 2016 at 6:13 PM

Hi Hope,

Could you please let us know when the latest version for the SPM will be up our website? If all possible, we would want for this to be put tomorrow.

Thank you,
Judy

Judy Castellanos: Sr. HR Manager, Workforce Resolutions & Compliance|HR Solutions Center



2411 West 14th Street, Tempe AZ 85281
phone | 480.731.8480 • fax | 480.731.8450
email | Judy.Castellanos@domail.maricopa.edu
website | www.maricopa.edu

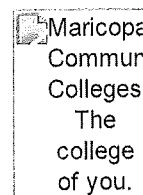


[Quoted text hidden]

Hope Basoco <hope.basoco@domail.maricopa.edu>
Reply-To: hope.basoco@domail.maricopa.edu
To: Judy Castellanos <judy.castellanos@domail.maricopa.edu>
Cc: Jacqueline Killourie <jacqueline.killourie@domail.maricopa.edu>

Fri, Feb 12, 2016 at 7:20 AM

Good morning ladies,
The SPM can be up today. Yesterday it got sidetracked by a need to get the Chancellor Search pages updated and published.
Just to confirm, I am publishing the document that was sent with this original email SPM Without X Files or RIF



Hope Basoco, HR Project Assistant, HR Webmaster
Center for HR Innovation, Strategy, & Planning

2411 West 14th Street, Tempe AZ 85281
phone | 480-731-8117
email | hope.basoco@domail.maricopa.edu
website | www.maricopa.edu

[Quoted text hidden]

5/10/2017

Maricopa Community College District Mail - Re: SPM Withou X Files or RIF

Jackie Killourie <jacqueline.killourie@domail.maricopa.edu>
Reply-To: jacqueline.killourie@domail.maricopa.edu
To: Hope Basoco <hope.basoco@domail.maricopa.edu>
Cc: Judy Castellanos <judy.castellanos@domail.maricopa.edu>

Fri, Feb 12, 2016 at 11:24 AM

Hi Hope,

Thank you so much! Judy has a flex day today, but I believe you are correct with your statement. :)

[Quoted text hidden]

Exhibit S

From: Hope Basoco <hope.basoco@domail.maricopa.edu> on behalf of Hope Basoco
Sent: Thursday, June 02, 2016 11:06 AM
To: Judy Castellanos
Cc: Brachelle McMurry
Subject: Re: SPM
Attachments: FINAL 2015 SPM-Word Document Updates 5-18-2016.docx

Judy,

Attached is the result of a conversion of the existing document on the HR Policy page. As I mentioned in our phone call, each time this conversion takes place, there is a risk of data corruption. You can see an example of this in the table of contents, Compensatory Time line. Extra space or symbols replace what was in the original document.

I feel the need to stress again, that I am not the custodian of the original document. I do not keep personal copies of documents I am asked to post to the web. If I am asked to assist with the edits of a document, I make the edits, send the document to the owner and remove it from my electronic files. This is especially true of policy documents.

If I can be of further assistance, please let me know.

Hope Basoco, HR Project Assistant, HR Webmaster
Center for HR Innovation, Strategy, & Planning



2411 West 14th Street, Tempe AZ 85281
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website | www.maricopa.edu

On Thu, Jun 2, 2016 at 10:51 AM, Judy Castellanos <judy.castellanos@domail.maricopa.edu> wrote:
Hi Hope,

Could I please have the following Section from the current SPM in a word document?

B-4
B-5
B-7
B-8
B-9
A-5

Thank you,
Judy

Exhibit T

From: Hope Basoco <hope.basoco@domail.maricopa.edu> on behalf of Hope Basoco
Sent: Monday, June 13, 2016 1:04 PM
To: Judy Castellanos
Cc: Brachelle McMurry; Barbara Basel
Subject: Re: Please Update A-24, B-4 & B-5

This was apparently stuck in draft all weekend. It was written on Tuesday

Judy,
This new PDF has been uploaded. It will be live tomorrow.
The Policy PDF is getting more and more unstable. It failed to save numerous times today, and I had to create a copy of the file.

Hope Basoco, HR Project Assistant, HR Webmaster
Center for HR Innovation, Strategy, & Planning



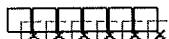
2411 West 14th Street, Tempe AZ 85281
phone | [480-731-8117](tel:480-731-8117)
email | hope.basoco@domail.maricopa.edu
website | www.maricopa.edu

On Mon, Jun 6, 2016 at 7:11 AM, Judy Castellanos <judy.castellanos@domail.maricopa.edu> wrote:
Thank you, Hope.

Judy Castellanos: Sr. HR Manager, Workforce Resolutions & Compliance|HR Solutions Center



2411 West 14th Street, Tempe AZ 85281
phone | [480.731.8480](tel:480.731.8480) • fax | [480.731.8450](tel:480.731.8450)
email | Judy.Castellanos@domail.maricopa.edu
website | www.maricopa.edu



On Mon, Jun 6, 2016 at 6:19 AM, Hope Basoco <hope.basoco@domail.maricopa.edu> wrote:
Judy,
I will get this done today. It should be live by 4pm.
Hope

Hope Basoco, HR Project Assistant, HR Webmaster
Center for HR Innovation, Strategy, & Planning



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email | hope.basoco@domail.maricopa.edu
website | www.maricopa.edu

On Thu, Jun 2, 2016 at 12:37 PM, Judy Castellanos <judy.castellanos@domail.maricopa.edu> wrote:
Hi Hope,

Could you please remove B4 & B-5 from the SPM and replace it with the ones attached below? These two Sections needed to have the overtime language removed.

In addition, we need for you to remove A-24 and replace it with the one that is attached below. A-24 still had some language relating to 9X80 schedule, which is no longer available to employees.

Once that is done, could you please let us know.

Appreciated all your assistance.

Thank you,
Judy

Exhibit U



Mike Fulton <mic2297710@cgc.edu>

RIF MOU

1 message

Kris Bliss <kristina.bliss@mesacc.edu>

Tue, Feb 14, 2017 at 9:11 AM

Reply-To: kristina.bliss@mesacc.edu

To: Judy Castellanos <judy.castellanos@domail.maricopa.edu>

Cc: Barbara Basel <barbara.basel@domail.maricopa.edu>, LaCoya Shelton-Johnson <lacoya.shelton-johnson@domail.maricopa.edu>

Bcc: michael.fulton@cgc.edu

Good morning Judy -

While assisting an employee at a college who was going to be laid off, I looked into the RIF MOU so I could advise him properly. I was surprised to see the copy that was part of the SPM. I went back into my emails to recover the versions that we worked through as the Policy Consolidation Subcommittee.

Attached to this email are all the versions - the original dated 6/2015 - with stricken language, the updated version dated 2/2016 - with updated language and verbiage reflecting the change, and the copy that is currently part of the SPM - which is different still.

Wondering why there is a different version currently online, when the most recent version dated 2/2016 is the one that should be in effect. Can you please provide clarification and information as to this discrepancy?

Looking forward to your reply.

Thank you,

Kris Bliss**Classified Staff Council President**

Director of Support and Retention Programs

<http://www.mesacc.edu/children/><http://www.mesacc.edu/student-life>

(p) 480-784-0746 (f) 480-844-3253

3 attachments **Signed MOU 2.29.15.pdf**
2137K **Clean Verson of MOU-showing RIF Sections removed from appendices.pdf**
1449K **20170214080454673.pdf**
136K

Exhibit V



Mike Fulton <mic2297710@cg.edu>

Crisis of confidence with HR?

8 messages

Kerry Mitchell <kerry.mitchell@domail.maricopa.edu>

Thu, Mar 9, 2017 at 5:17 PM

Reply-To: kerry.mitchell@domail.maricopa.edu

To: DL-CSC <DL-CSC@memo.maricopa.edu>

To the Council:

As a member of the our delegation to the Collaborative Policy Development (CPD) team, I wanted to make you aware of the events of this morning's meeting (3/9/2017). I feel that the meeting suggests that the CPD process is taking a negative turn, one that would be detrimental both to Classified Staff and the overall Enterprise.

The Council was recently briefed on the Classification and Compensation study (C&C). As you are aware, anything as broad as C&C, affecting our jobs and payment, has far-reaching effects. These include policy implications, which the CPD team is charged to negotiate. Thirty-three policy areas are being impacted by C&C. Each area may contain several sections of policy, which may need to be rewritten, to have definitions added, or other actions. The CSC group of CPD, through Co-chair Mike Fulton, has been asking the Administration for a list of affected policies for months and just recently received this list. What we still haven't seen is: definitions of terms, specific policy items that need to be addressed (policies, sections, and paragraphs), or, mostly importantly, their interests in these areas.

I provide this background so that you'll understand the amount of work facing the CPD team (both the CSC and Administration sides). Ideally, all policies will be resolved by the time C&C rolls out, 7/1/2017. As you are aware, the CPD work is carried out using the interest-based negotiation (IBN) method, which, while very effective, is known to be a time-intensive process. So, we have a great deal of work to do in a very short time.

The C&C policy considerations are clearly very important, but our ability to carry them out has been threatened by VCHR LaCoya Shelton. Last calendar year, the Policy Consolidation Subcommittee (PCS) completed and ratified eight policies which were to be included in the next version of the Staff Policy Manual (SPM), slated for publication on 11/1/2016. On 12/26/2016, Mike received word from LaCoya that the policies were, "good to move forward," having received no objections from the Chancellor's Executive Committee (CEC), even though the CEC has no official role in the ratification of policy.

LaCoya also included a message of concern regarding policy C-5 Collaborative Policy Development (CPD). This policy (attached) addresses CPD and how it is to be done through an IBN approach. Regarding the last section of the policy, LaCoya stated that, "...we are not negotiating any aspect of policy..." She also seemed to be concerned that the policy would prevent the Administration from making unilateral changes to the SPM (which is the point).

The CPD team asked LaCoya, through Administration Co-Chair Barb Basel, to attend a CPD meeting so that her concerns could be discussed, and that was today's meeting. HR presented C&C, during which, the issues of policies came up. I asked what would happen if all of the policies identified for attention were not addressed by 7/1/2017. LaCoya laid out several possibilities:

1. The list of policies would need to be prioritized and only the most important resolved before rollout. (We have already begun this work.)
2. An expedited CPD process be put in place that would reduce the time needed for each policy. (Such process is not known to, nor has it been addressed by, the CPD team.)
3. The interests of the Administration and of the Governing Board need to be fully voiced to the CPD team.
4. The rollout could be delayed, depending on the Governing Board's willingness to accept such an action. (When asked about this, LaCoya said that the Governing Board is a major stakeholder, so their approval to delay would need to be given.)

During the discussion considering these options, the "elephant in the room" was brought up: What did the work of the CPD team mean if the Administration was not negotiating policies (as per LaCoya's email of 12/26/2016)? LaCoya's response to this was:

- She expressed absolute support for wanting to collaborate with employees, insofar as "collaboration" meant receiving inputs and interests from employees. Her view is that everything in the SPM is up for discussion.
- Administration would not be negotiating policies, insofar as "negotiation" involved employees approving policy as a condition of its being adopted.

4/19/2017

Maricopa Community College District Mail - Crisis of confidence with HR?

In addition, she requested that policy C-5 be brought back to the CPD team for further consideration, even though it had apparently been ratified by the Chancellor.

At this point, the CSC delegation is unsure of the purpose of CPD, unsure of our role, and thoroughly disheartened with what appears to be the VCHR's desire to remove negotiation and employee approval from the CPD process. Nonetheless, we will continue with the policy work, as it is important to our constituents and to the Enterprise to do so, and we can't let our lack of support from the Administration be construed as a lack of motivation or ability on our part.

I fear that these issues with CPD, combined with questions about Class & Comp, issues with the integrity of the SPM and its investigation, and acts of retaliation because of Kris' presentation to the Governing Board, are bringing us to a crisis of confidence with the Division of Human Resources.

Please let me know if you have any questions about this, or if you desire additional information.

Kerry Mitchell
CSC Representative, DSSC
Member of the CSC CPD delegation

--



Kerry Mitchell

Director of Institutional Planning, Research, and Effectiveness

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phone | 480.731.8697 fax | 480.731.8788

email | kerry.mitchell@domail.maricopa.edu

website | <https://www.maricopa.edu>



Exhibit W



Mike Fulton <mic2297710@cgc.edu>

RE: Policy Approval? SPM Update?

messages

LaCoya Shelton-Johnson <lacoya.shelton-johnson@domail.maricopa.edu>
 Reply-To: lacoya.shelton-johnson@domail.maricopa.edu
 To: CSC CPDOfficer <csccpdofficer@domail.maricopa.edu>
 Cc: barbara.basel@domail.maricopa.edu, megan.tormey@domail.maricopa.edu

Tue, Dec 27, 2016 at 12:38 PM

Hi Mike,

I received no comments/edits from CEC, so they are good to move forward.

Re: the A-C sections – I'm not entirely certain I understand this one – can you clarify what you would like to propose to CPD? A small detail, but meaningful one is that we are not negotiating any aspect of policy but rather we are collaborating on the development by seeking employee input. I think that unfortunately the word 'negotiate' carries a connotation which implies approval is necessary for policies to move forward, which I know you realize. I only mention it as you begin to lead this group, nomenclature will be important.

We should review these first at our next CPD co-chair meeting to brief you and Barb and then discuss how best to proceed with engaging the full CPD group.

Let me know if other thoughts – thanks

From: mic2297710@cgc.edu [mailto:mic2297710@cgc.edu] **On Behalf Of** CSC CPDOfficer
Sent: Wednesday, December 14, 2016 12:26 PM
To: LaCoya Shelton-Johnson <lacoya.shelton-johnson@domail.maricopa.edu>
Subject: Policy Approval? SPM Update?

Hi LaCoya,

Good Day! Do we have an update on the approval of the CEC and the Chancellor on the 8 ratified policies? Once approved we need to include them in the SPM and move forward on the publication of the SPM that was initially announced to be published November 1, 2016.

I have not been able to find any documentation from PCS that speaks to the A,B,C, sections of policy being negotiable. Can you please provide the information relevant in order to provide clarity for the CPD team?

During our last meeting, we spoke about Barb and I assisting Kathy Brooke's team with policies. Following the approved extension for the Class & Comp in last night's Governing Board meeting. Are the Policies that are already known to be affected by Class & Comp ready to be shared with the CPD Committee?

Please let me know if there are any questions that you may have for me.

Thanks.

**Michael Fulton Classified Staff Council
 Collaborative Policy Development
 Officer & Co-Chair**
 TEL 480-784-0745 FAX 480-731-8850
 Emerald Point, MCCCD IT
 19 W. 14th Street Tempe, AZ AZ 85281
 Email: csccpdofficer@domail.maricopa.edu

Megan Tormey <megan.tormey@domail.maricopa.edu>
 Reply-To: megan.tormey@domail.maricopa.edu
 C: CSC CPDOfficer <csccpdofficer@domail.maricopa.edu>, Barbara Basel <barbara.basel@domail.maricopa.edu>

Tue, Jan 3, 2017 at 7:49 AM

Good morning Mike and Barb,

I am happy to help in the updating of the policy manual in any way. I have two versions of the SPM now (however, I believe the numbering mechanisms are still incorrect). I have the red lined version alone and the red lined version with the new policies included. I believe I sent both of these to you prior but if not here they are. I have also included the executive summary of the policy changes that were provided to CEC. This may help with communications of the new policies.